

# Information Toolkit



Nursery/Reception	Y1/2: as in N/R & ...	Y3/4: as in Y1/2 & ...	Y5/6: as in Y3/4 & ...
<b>To inform the reader:</b>			
<ul style="list-style-type: none"> <li>• Compose sentences to say what you know.</li> <li>• Talk about what images and objects look like using accurate adjectives (describing words): <i>Grey elephants have long trunks.</i></li> <li>• Draw and label images and objects with simple captions.</li> <li>• Add on more information by using simple joining words (conjunctions): <i>and/but</i></li> <li>• Explain what things are like, by using similes: <i>Their ears are like sails.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Introduce the reader to the subject using a simple topic sentence: <i>Whales are incredible animals that live in the ocean.</i></li> <li>• Hook the reader with a rhetorical question: <i>Do you know much about whales?</i></li> <li>• Sound like an expert by using the correct words (technical language) and giving things the right name (proper nouns): <i>Beluga whales</i></li> <li>• Explain how many or how often by using generalisers: <i>usually, sometimes, some, most, many, a few, all, mainly.</i></li> <li>• Surprise the reader with interesting facts by using emotive openers (fronted adverbials): <i>Amazingly, ... Surprisingly, ... Interestingly,</i></li> <li>• Explain things to the reader by using conjunctions: <i>so, because, when, where, etc.</i></li> <li>• Pile up information and ideas by using sentences of three (commas in a list): <i>Dragons have leathery skin, streamlined bodies and powerful tails.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Create links between sentences so writing builds information, e.g. linking facts &amp; ideas:             <ul style="list-style-type: none"> <li>• compare: <i>like, equally, in contrast, similarly, unlike, by comparison</i></li> <li>• cause/effect: <i>as a result, consequently, this leads to, therefore</i></li> <li>• add more information: <i>moreover, in addition, furthermore</i></li> </ul> </li> <li>• Help the reader by drawing attention to key points: <i>Most importantly, ...</i></li> <li>• Explain how many, often and much by using more sophisticated generalisers: <i>the vast majority/minority, usually, occasionally.</i></li> <li>• Set up your reader's expectations through a variety of emotive openers (fronted adverbials): <i>Intriguingly, ... Weirdly, ... Reassuringly, ... Sadly, ... Incredibly, ...</i></li> <li>• Add on more facts by using adding on words (conjunctions): <i>also, additionally.</i></li> <li>• Make information real for the reader by using comparisons: <i>Adult elephants weigh more than a London bus.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Consider your audience and vary your tone and formality for a desired effect:             <ul style="list-style-type: none"> <li>- formal and precise: <i>This species is reputed to be ...</i></li> <li>- formal and friendly: <i>The breed is thought by many to be ...</i></li> <li>- informal and chatty: <i>Crocs are incredible!</i></li> </ul> </li> <li>• Dress up information and sell your facts:             <ul style="list-style-type: none"> <li>- by making them sound special: <i>astounding as it may seem ...</i></li> <li>- by using hyphenated compound adjectives: <i>mind-boggling, jaw-dropping</i></li> </ul> </li> <li>• Present facts in a formal tone, using the passive voice: <i>Eggs are laid in the spring.</i></li> <li>• Help the reader by giving examples or dropping in expert knowledge and technical information (parenthesis): <i>They live in family groups, known as pods, that can consist of between thirty and one hundred members.</i></li> <li>• Impress the reader by using quotes from well-known experts (quotation marks).</li> <li>• Create and sustain the reader's attention using interesting phrases (superlatives): <i>It is one of the rarest yet most beautiful ...</i></li> </ul>

# Information – structure



Nursery/Reception	Y1/2: as in N/R & ...	Y3/4: as in Y1/2 & ...	Y5/6: as in Y3/4 & ...
<b>To structure information writing:</b>			
<ul style="list-style-type: none"> <li>• Write a clear title: <i>Elephants</i></li> <li>• Compose a series of simple sentences that tell the reader about what you know.</li> <li>• Compose sentences that tell the reader what you think: <i>Elephants are amazing!</i></li> </ul>	<ul style="list-style-type: none"> <li>• Create an interesting title.</li> </ul> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Introduce the subject.</li> </ul> <p><b>Main body</b></p> <ul style="list-style-type: none"> <li>• Use subheadings:               <ul style="list-style-type: none"> <li>- <i>What they look like</i></li> <li>- <i>Where they live</i></li> <li>- <i>What they eat</i></li> </ul> </li> <li>• Use numbers or letters to list information.</li> <li>• Use drawings or photos to show the reader the detail.</li> </ul> <p><b>Conclusion</b></p> <ul style="list-style-type: none"> <li>• Tell the reader the most amazing piece of information: <i>The most amazing thing about ...</i></li> </ul>	<ul style="list-style-type: none"> <li>• Create an interesting title to hook and intrigue the reader: <i>Owls – the midnight raiders</i></li> </ul> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Introduce the subject and grab the reader’s attention.</li> </ul> <p><b>Main body</b></p> <ul style="list-style-type: none"> <li>• Use more sophisticate subheadings:               <ul style="list-style-type: none"> <li>- <i>Appearance</i></li> <li>- <i>Habitat</i></li> <li>- <i>Diet</i></li> <li>- <i>Behaviour</i></li> </ul> </li> <li>• Organise information into paragraphs.</li> <li>• Organise and introduce information through a clear topic sentence: <i>Owls have a very unusual appearance.</i></li> <li>• Use bullet points to list information.</li> <li>• Use fact boxes, diagrams, charts, images, bold print, underlining.</li> </ul> <p><b>Conclusion</b></p> <ul style="list-style-type: none"> <li>• End with a comment about what you think or your best fact.</li> <li>• Include a glossary at the end to help the reader.</li> </ul>	<ul style="list-style-type: none"> <li>• Manipulate the organisation of your writing to suit the audience: a poster, leaflet, fact file, non-chronological report, travel guide, etc.</li> <li>• Create a title to persuade any reader to read your text.</li> </ul> <p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• Write an opening that defines the subject and explain why the information matters.</li> </ul> <p><b>Main body</b></p> <ul style="list-style-type: none"> <li>• Use topic sentences (rather than subheadings) as well as fronted adverbials to create links between sections: <i>Having considered ...</i></li> <li>• Add in extra sections that are relevant but not just factual: <i>Should elephants be hunted?</i> (persuasion) <i>How bees pollinate and why this matters?</i> (explanation)</li> <li>• Link paragraphs so that there is cohesion running through the text: <i>Now that you know about the diet, consider...</i></li> </ul> <p><b>Conclusion</b></p> <ul style="list-style-type: none"> <li>• Conclude by commenting on the subject or relating it to the reader and suggesting what a reader might do: <i>The RSPB is a good organisation that campaigns ...</i></li> </ul>