

Fact File Checklist



	Topic title covers the whole subject.
	Brief introduction paragraph gives who/ what/ where overview.
	Information organised into categories.
	Each category has a sub-heading.
	Some information may be in fact boxes or bullet-point lists.
	Extra details support the main points.
	Factual language and description.
	Present tense verbs (unless it's a historical report).
	Technical language may be explained in a glossary.