# Writing a Formal Report

**Features of a Formal Report:**

- title
- an introductory paragraph
- third person (he, she, they)
- paragraphs
- factual and technical language
- present tense
- sub-headings (e.g. appearance, habitat, diet)

## Facts about Komodo Dragons:

- They are the largest species of lizards in the world. Another name for them is 'land crocodile'. On average, they live for thirty years.
- They're covered in dry, scaly skin, hatch from eggs and are cold-blooded reptiles. The climate determines how hot or cold they feel.
- These lizards have a strong sense of smell. They have been known to track their prey from many miles away.
- They live on four islands in Indonesia. These islands are hot and dry, with grasslands and savannahs.
- Their tough skin is usually brown and green, which helps them not to stand out. They have long tails, flat heads and strong legs.
- They have short legs and a long tail. They also have 60 sharp teeth in their mouth. They can often be found using their long claws to climb trees.
- Komodo dragons only eat meat. They have been known to eat deer, pigs, and water buffalo. They have even been observed eating each other.

**Use the facts to write a formal report about Komodo dragons below. Remember to write about a different characteristic in each paragraph. You can also include an image in your report and label it with a caption underneath.**

**Word bank:**

| | | | | |
|---|---|---|---|---|
| venomous | cold-blooded | endangered | surroundings | scaly |
| reptiles | grasslands | carnivores | prey | bacteria |

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