

# ***INFORMATION REPORT***

## ***Purpose:***

*To provide factual information about an object, person, animal, place or event.*

## ***Structure:***

### ***1) Classification:***

*A general statement of classification to introduce the subject of the report.*

### ***2) Description:***

*Detailed description, organised according to category.*

### ***3) Concluding Statement:***

*A summary of the information provided.*