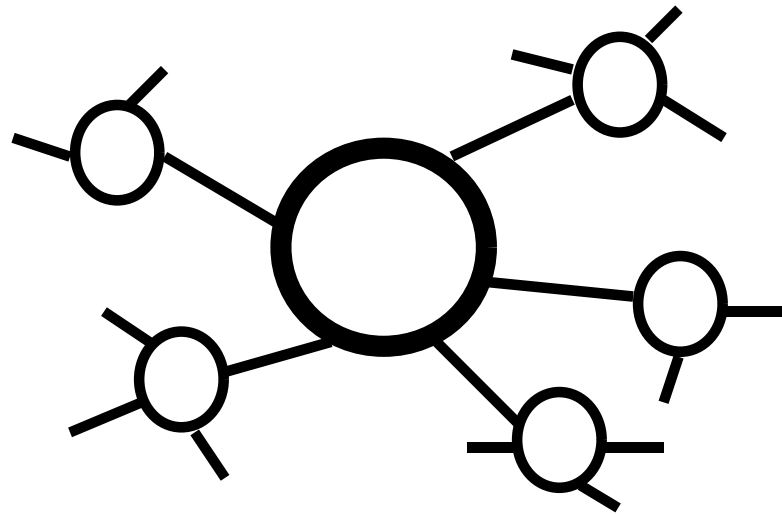


# REPORT



- Letter
- Catalogue
- Information leaflet
- Magazine article

## EXAMPLES

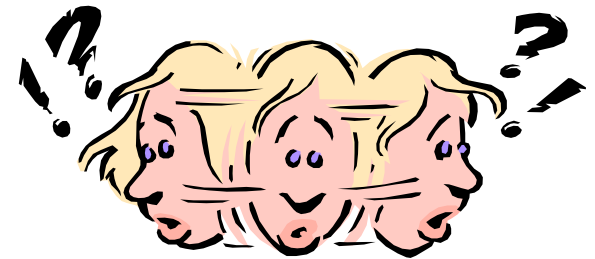
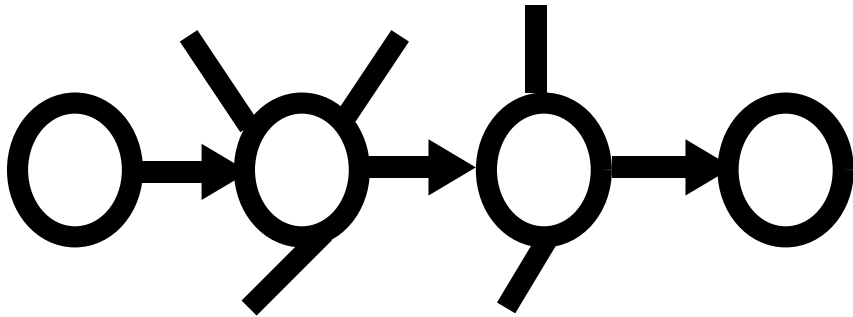
- Topic based school project
- Tourist guide book
- Encyclopaedia entry
- Non fiction book (e.g. geography)

A report describes or classifies a subject area factually.

**Use a report to organise and write facts so that they are easy to find and understand.**

- The title of the report is the subject e.g. Roman Housing.
- Paragraphs are used for each fact or description.
- It uses technical words and facts related to the subject.
- It is NOT written in chronological order.
- It is often written in continuous present tense

# EXPLANATION



- "question and answer" articles and leaflets.
- Encyclopaedia entry
- Parts of a non-fiction book ( e.g. geography, biology)

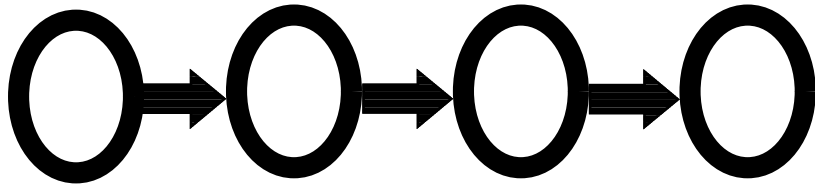
## EXAMPLES

- Technical manual ( e.g. for car or video recorder)
- Science text book
- Write up of science experiment

An explanation text is written to explain a process or answer a question

- The title gives a description of the topic e.g. Using your new Video recorder
- It will explain HOW or WHY something happens.
- It uses technical words e.g. The audio output point is connected to the .....
- Uses cause and effect connectives e.g. because, this means that,, therefore.
- Uses a sentence to describe topic the provides an explanation.
- May include a labelled diagram.

# INSTRUCTIONS



- Non-fiction book  
( e.g. sports skill, art)
- Recipe
- Science experiment
- Instructions on packaging

## EXAMPLES

- Posters, signs, notices
- Technical manual (e.g. car)
- Sewing or Knitting pattern
- D.I.Y book

An Instructional text tells you step by step how to do, make or fix something

**You would use an instructional text to help the reader achieve certain goals.**

- The title gives the aim or target.
- Includes what you need (e.g. ingredients, tools or equipment)
- Includes what you need to do (e.g. method, how to....)
- It is written in the present tense.
- It is written in time order, can use bullet points or time connectives e.g. First..., Secondly..., Then...
- It may use the imperative verb (almost forms a command e.g. Cut the....Turn dial....)
- It uses simple and clear language

# PERSUASION

## EXAMPLES

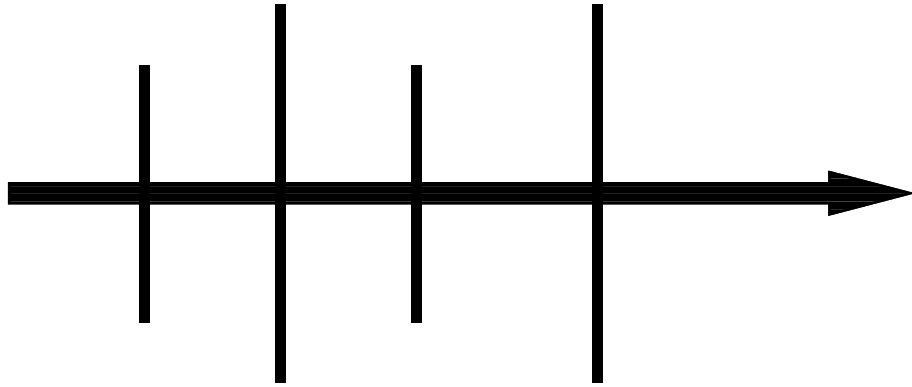
- Advert
- Catalogue
- Pamphlet from pressure group or political party
- Travel brochure
- Magazine article
- Poster or flier
- Book blurb
- "Letter to the Editor"



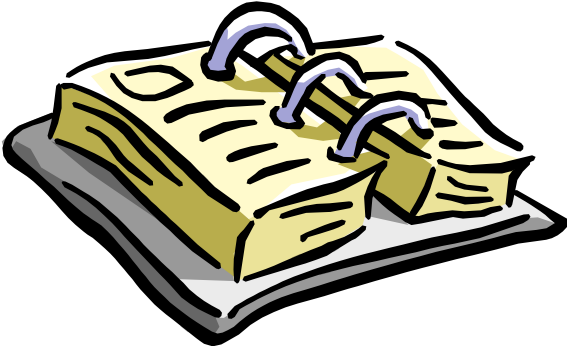
A persuasive text gives one view or one side of an argument or issue.

**Using a persuasive text can change the reader's mind or persuade the reader to support your view or way of thinking.**

- Your view needs to be backed up with supporting evidence.
- You should use emotive language e.g. Wildlife threatened...forests destroyed....
- Ask a rhetorical question e.g. Would you like to....?
- Offer a strong one sided (biased) argument.
- Use connectives to flow through each point you are making  
e.g. therefore, however, furthermore.



# RECOUNT



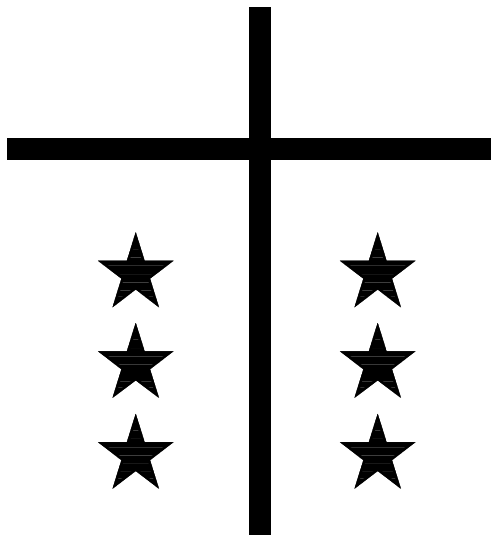
- Letter
- Newspaper report
- Diary or journal
- Magazine Article

## EXAMPLES

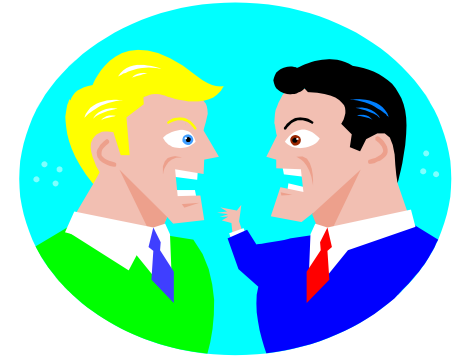
- Encyclopaedia entry
- Non-fiction
- Biography
- Write up of trip or activity

A recount text is written to retell for information or entertainment. It is written in time order.

- Title of recount gives subject e.g. My first day at school.
- Tell the events in chronological order e.g. I woke up then I.....after breakfast I.....before lunch I.
- Includes key facts such as WHO, WHAT, WHERE, WHEN, and WHY.
- It is factual– doesn't include lots of adjectives.
- It uses time connectives e.g. just then, immediately after, next.
- The sentence length varies.



# DISCUSSION



- Leaflet or article giving a balanced account of an issue
- Newspaper editorial
- Non fiction book on an issue (e.g. Animal testing)

## EXAMPLES

- Write up of a debate
- Exam answer in secondary school
- Essay

A discussion text presents all sides of an issue by making points for and against.

**Use a discussion text to interest the reader in an issue and to show your own understanding of an issue.**

- The title gives the subject e.g. Using scientific testing on animals.
- Points of view are given and backed up with evidence.
- It is not written from just one point of view. It is **NON-BIASED**.
- It is written in the present tense and is impersonal e.g. you don't write-I think that.....