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.
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 the topic the provides an explanation.
- May include a labelled diagram.

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

Parts of a non-fiction book (e.g. geography, biology)

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