

RECOUNT

PURPOSE: to retell events

Text Structure

- Orientation—scene setting opening e.g I went to the shop . . .
- Events - recount the events as they occurred, eg I saw a vase . . .
- Reorientation - closing statement eg When I got back I told my mum.



Language Features

- Written in the past tense eg I went
- In chronological order, using time connectives eg then, next, after that
- Focus on specific individual or group participants eg we, I

REPORT

PURPOSE: to describe the way things are

Text Structure

- An opening, general classification eg sparrows are birds
- More technical classification (optional) eg Their Latin name is . . .
- A description of the phenomenon, including some or all of its:
 - qualities eg Birds have feathers . . .
 - parts of functions eg The beak is . . .
 - habits/behaviour or uses eg They nest in . . .



Language Features

- Present tense eg They nest . . .
- Non-chronological
- Focus on generic participants ie sparrows in general, not Sam the Sparrow

INSTRUCTIONS

PURPOSE: to instruct how something should be done through a series of graded steps

Text Structure

- Goal - statement of what is to be achieved eg How to make a sponge cake
- Materials/equipment needed eg 2 eggs, flour
- Sequenced steps to achieve the goal eg Cream the sugar and butter
- Often there is a diagram or illustration

Language Features

- Written in the imperative eg Sift the flour
- In chronological order (often numbered steps)
- Focus on generalised human agents rather than named individuals



PERSUASION

PURPOSE: to argue the case for a point of view

Text Structure

- Thesis - an opening statement eg Vegetables are good for you . . .
- Arguments - often in the form of point + elaboration eg They contain vitamins. Vitamin C is vital for . . .
- Reiteration - summary and restatement for the opening position eg We have seen that . . . so . . .

Language Features

- Simple present tense
- Focus mainly on generic participants (eg vegetables, not a particular vegetable)
- mainly logical rather than time connectives eg this shows, however, because



EXPLANATION

PURPOSE: to explain the processes involved in natural or social phenomena or to explain how something works

Text Structure

- General statement to introduce the topic eg In autumn some birds migrate
- A series of logical steps explaining how or why something occurs eg Because the hours of daylight shorten . . .
- These steps continue until the final state is produced and the explanation is complete

Language Features

- Simple present tense eg Many birds fly south
- Uses time connectives eg then, next, several months later
- Uses casual connectives eg because, so, this causes . . .

DISCUSSION

PURPOSE: to present arguments and information from differing viewpoints

Text Structure

- Statement of the issue + a preview of the main arguments
- Arguments *for* + supporting evidence
- Arguments *against* supporting evidence
- Recommendation - summary and conclusion

Language Features

- Simple present tense
- Generic human (or non-human) participants
- Logical connectives eg therefore, however

