

Non-Chronological Reports

Purpose: to describe the way things are.

Examples

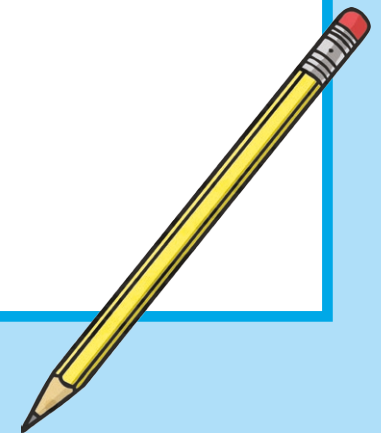
- Letter
- Non fiction book
- Information leaflet
- Catalogue
- Magazine article

Structure

- Opening contains a general classification
- A description of their chosen subject
- Paragraphs about different aspects of the subject
- Conclusion

Language Features

- Present tense
- Technical vocabulary relevant to the subject
- Descriptive and factual language
- General language
- Third person



Recounts

Purpose: to retell events, telling what happened, a sequence of events.

Examples

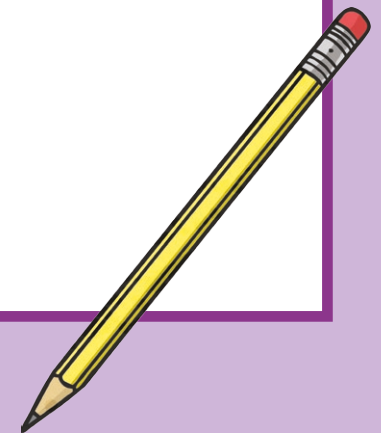
- Personal story
- Diary
- Experiment
- Retelling events
- A biography or autobiography.
- Newspaper article

Structure

- A 'scene setting' opening.
- Recount of events as they occurred.
- In chronological order.
- A closing statement summing up the main points.

Language Features

- Past tense
- First or Third person
- Use conjunctions
- Focus on specific people or events, not general topics.



Explanations

Purpose: to explain how something works or why something occurs.

Examples

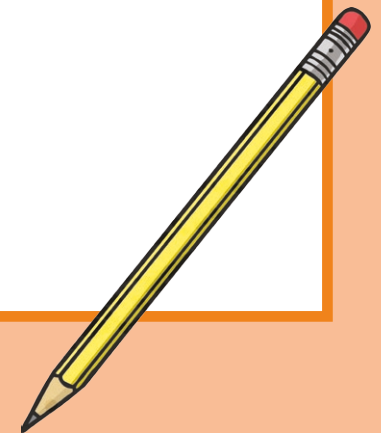
- What causes a tsunami?
- What causes the seasons?
- How does the Moon affect the tides?

Structure

- General statement to introduce the topic
- In chronological order
- Organised around a series of events

Language Features

- Present tense
- Third person
- Use temporal and causal conjunctions
- Include diagrams to add information
- Formal voice



Persuasion

Purpose: to argue the case for a particular point of view, to persuade others.

Examples

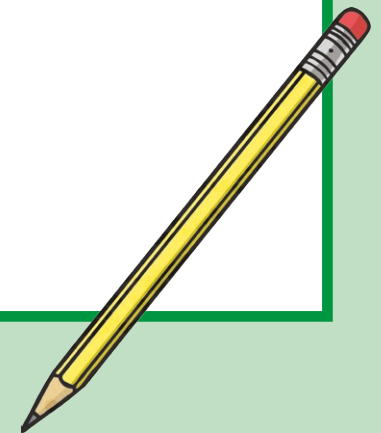
- Adverts
- Answers to questions
- Leaflets
- Brochures
- Posters

Structure

- Often begin with a question.
- Clear presentation of the point being argued.
- Arguments
- Summary of the arguments followed by a restatement of the opening argument.

Language Features

- Present tense.
- Use temporal conjunctions.
- Exaggeration and Flattery.
- Catchy names and slogans.



Instructions and Procedures

Purpose: to instruct how something should be done through a series of sequenced steps.

Examples

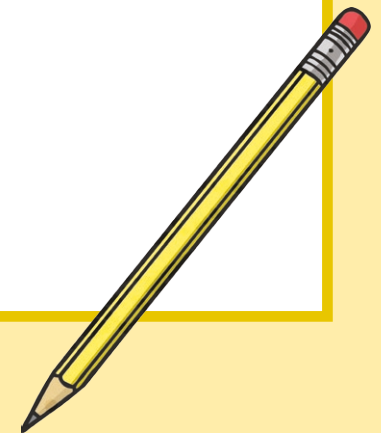
- Step-by-step guides
- Recipes
- How to...
- Activity Instructions
- Science investigations

Structure

- Statement of what is to be achieved/needs to be done.
- Materials/equipment/items needed.
- Sequenced steps
- In chronological order.
- Diagram or illustration.

Language Features

- Present tense
- Imperative and formal tone
- Second person
- Detailed factual information



Discussions or Balanced Arguments

Purpose: to present arguments and information from differing viewpoints.

Examples

- Should school children wear a uniform?
- Should dogs be kept on a lead in public places?

Structure

- Usually starts with a question
- Opening statement introducing the issue
- Arguments for/against
- Conclusion

Language Features

- Present tense
- Conjunctions
- Third person
- Impersonal voice
- Formal tone
- Technical vocabulary

