

A recount tells us about something that has happened. It is written for someone who wants to know what has happened.

- A write up of a trip or activity
- An account of something historical
- A newspaper article telling us about something that has happened
- A letter to someone about an event
- A diary or 'blog' (website diary)
- An encyclopaedia entry
- A biography or autobiography
- An account of a science experiment

Instructions tell us how to do or make something. They are written for someone who needs to know how to do or make something.

A report gives factual information about a range of subjects. It is written for someone who wants to find these things out.

It gives factual information which can be in non-chronological order

- An information leaflet
- A newspaper or magazine article
- A letter
- A non-fiction book
- An encyclopaedia entry
- A catalogue
- A school website

Recount

Purpose: To let the reader know what has happened in an interesting and informative way.

Examples of recounts:

Newspaper articles

Magazine articles

Autobiographies

Information about historical events

What happened on a trip

Structure: Paragraphs that are organised in chronological order.

Language features:

- Past tense
- Written in first or third person
- Time connectives

It is important to...

Write in the past tense (unless commenting on present feelings or circumstances).

Use time connectives

Include accurate descriptions.

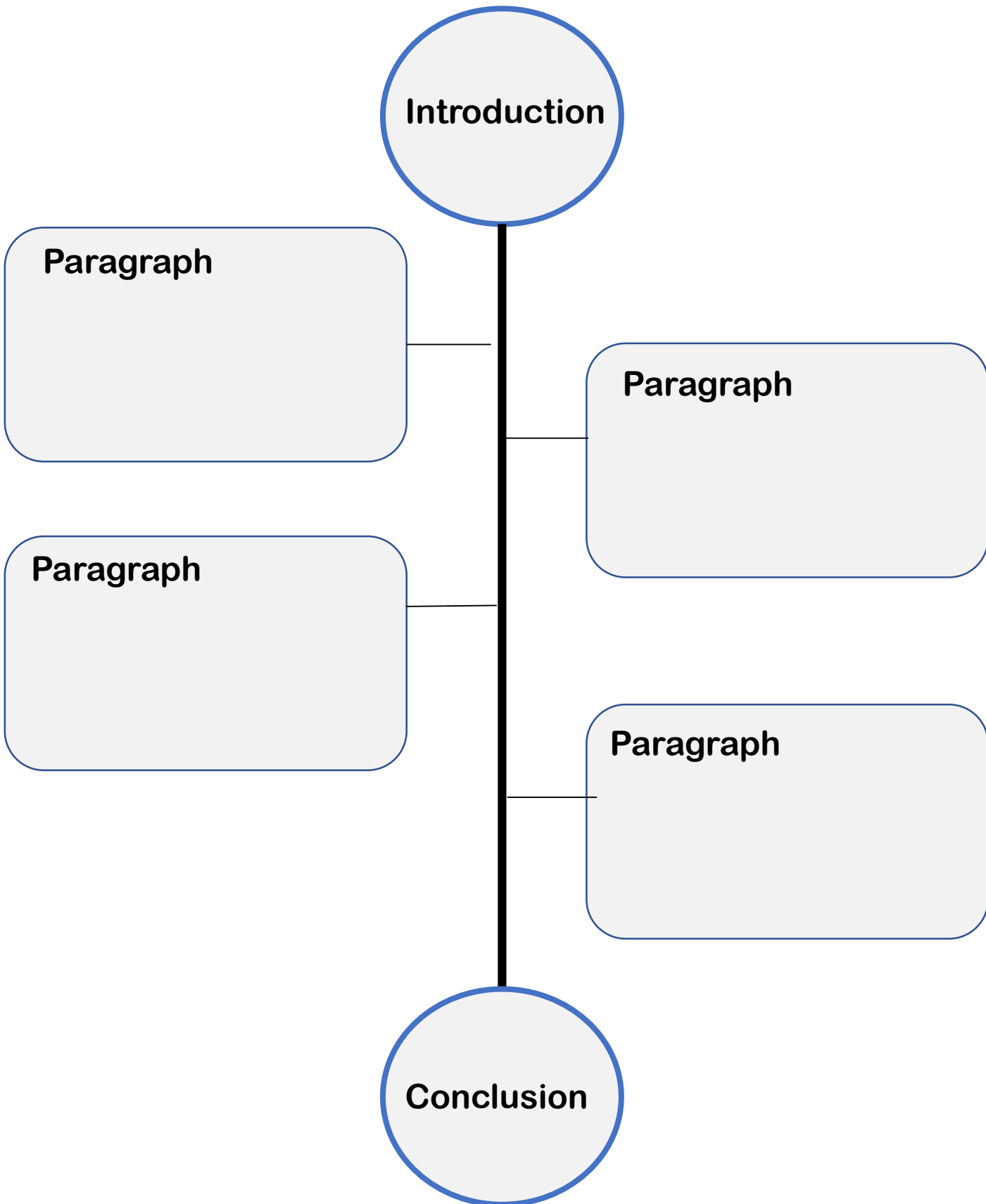
Use the first person (personal account) or the third person (impersonal account).

Use direct quotes or reported speech where relevant (if this is possible).

Remember to:

- Write a title that will interest the reader.
- Set the scene. Include facts about who?, why?, where?, what? and when?
- Write in chronological order, including information that is amusing, exciting, significant to interest your reader.
- Start paragraphs with a topic sentence.
- Write a conclusion.

Recount Mind-map



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Recount Planning Frame

When?



Who?



Where?



What?



Why?



Recount title

What did you do?

Where did you go?

When did you go?

Who did you go with?

How did you feel?

On

Then

After that I

Later on I

Lastly I

Recount title

Introduction:(who, what, when where) One short sentence about each of the events

First,

After that,

Then,

Later,

Conclusion:(look back at introduction)

Report

Remember to:

- Write a **title** to say what you are writing about
- Write an **introduction** about the subject or make a **statement** that interests the reader so they want to read on.
- Organise work in **paragraphs**. You could also use a **sub-headings**.
- Draw **diagrams, charts or fact boxes** to make the information clearer.
- Write a **conclusion** referring back to the introduction.
- Add a **glossary** if necessary.

Write in the **present tense**, except for historical reports

Write in the **third person** (*he, she, it, they*)

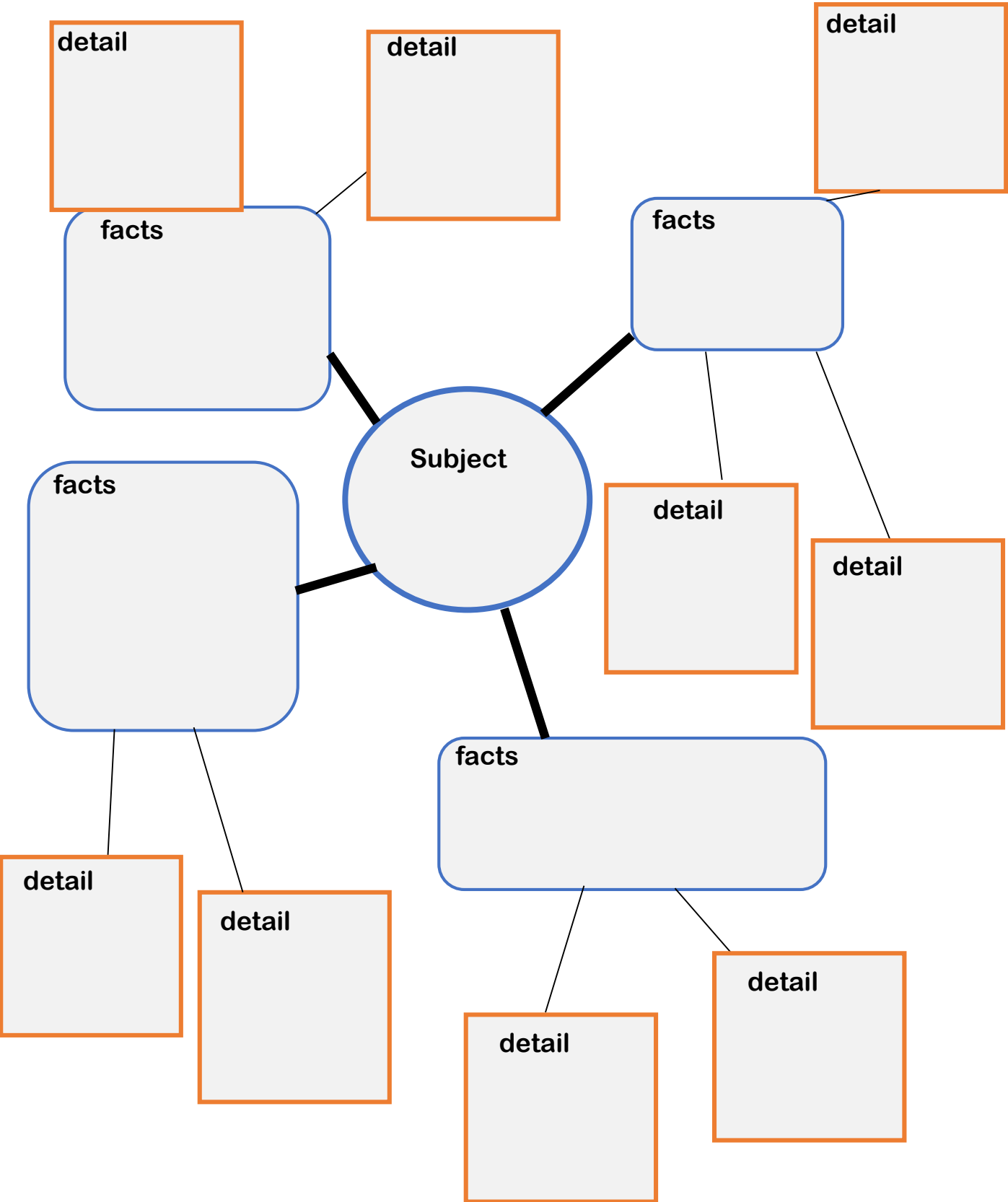
Write in a **formal style**

Use **relevant technical language**

Use **accurate descriptions, interesting detail** and **several facts and examples**

Use words like - **usually, maybe, generally** etc

Report writing Mind-map



Report title

Introduction...

Sub-heading

Sub-heading

Sub-heading

Conclusion

Instruction Text

There are lots of different types of instruction:

- A recipe
- An instruction poster
- An instruction leaflet
- Instructions for a game
- Map directions

Some need to be in order to make sense but others like the ones below do not have to be in order

- A list of rules or guidelines
- A poster showing general advice on an issue

An instruction text is a text that explains to someone how to do something, such as bake a cake, play a game or work a DVD player.

'You will need' list which explains what ingredients or tools are required

numbered points

'bossy' verbs (imperative verbs) such as 'put', 'take', 'mix', 'spread'

Instruction texts also often use time connectives at the start of each numbered point ('First', 'Next', 'Then' and 'Lastly').

The aim of an instruction text is to be clear and concise, rather than descriptive.

Instruction Text

- Write a **title** that sets out the purpose for the instructions
 - If relevant, write an **opening sentence** or **statement**
 - Include **lists** of **equipment** or **ingredients** if needed
 - Write the instructions as a **sequence of steps**
 - Draw **diagrams** to help explain things clearly
 - Write an **ending sentence** directed at the reader
-
- Use imperative verbs (e.g. Put , take, cut)
 - Use the present tense or third person for instructions
 - Use some time connectives (e.g. *first, next*)
 - Use accurate descriptions in order to make the instructions clear (e.g. *Cut the larger piece of paper along the line*)
 - Use technical language related to the subject

Instructions for...

Things you will need:

Picture

What to do...

-
-
-
-
-
-

Ending sentence...

Instructions for...

Follow these instructions to...

Things you will need:

Picture

What to do...

-
-
-
-
-
-

Picture

Picture

Ending sentence...

Explanation Text

Audience:
Someone who
wants to
understand a
process.

Examples of explanations:

- Car manual
- Science textbook
- Encyclopaedia
- Question and answer leaflet.

Remember to

- Write a **title** that says what you are writing about
- Write an **introduction** to give any useful background information
- Write your **paragraphs** in **chronological order**.
- Draw a **diagram** if it helps to explain things more clearly
- Use **bullet points** or **sub-headings** if this helps break up the explanation.

- Write in the **present tense**.
- Write in the **third person** (*it, they*) and use a **formal style**
- Use **time connectives** (*first, next, then*)
- Use **technical vocabulary**
- Add **difficult words** in a **glossary**
- Use words to show **how or why** (*because, therefore, consequently*)
- Use **clear descriptions** to help explain things
- Use words like (*usually, often*)
- Make the explanation **interesting** for the reader

Explanation Text Mind-Map

Introduction

Explanation

First Item

Second Item

Explanation

Explanation

Third Item

Fourth Item

Explanation

Persuasive Text

Persuasive writing is for arguing a case or point of view and is intended for anyone who may be interested in the subject but may hold a different point of view.

Persuasive writing is used to try and change someone's opinion on a subject.

Different Types of persuasive text:

An advertisement

A poster or flier

A book 'blurb'

A newspaper or magazine article

A leaflet

A letter

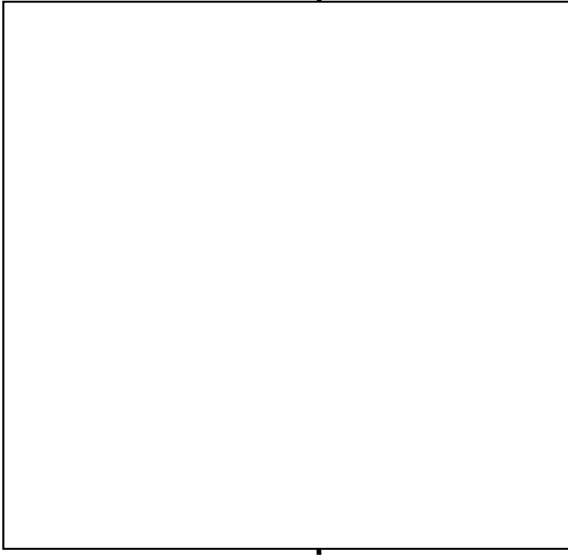
- **Eye-catching title** that says what you are writing about
- Write an **introduction** that states the point of view to be argued
- Write your points in **paragraphs** starting with **topic sentences**.
- Think about what your opponents might argue and include a **counter argument**; either in each paragraph or at the end
- Write an **ending** that re-states your point of view.
 - Write in the **present tense**
 - Choose **emotive language** Use words that give **reasons** for your point of view (*because, so, this means that*)
 - Try to appear friendly and reasonable
 - Use **connecting phrases** to signal your points (*in addition, action needs to be taken*)
 - Use **alliteration, rhyme** to help persuade
 - Use **rhetorical questions**

Persuasion title (make this eye catching)

Introduction (set out point of view)

Conclusion:(look back at introduction)

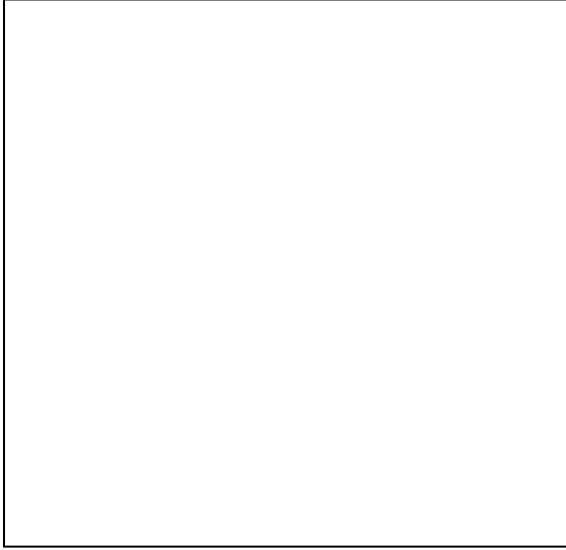
3 fold leaflet writing frame



contact us at

Email.....

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Science Experiment

What I want to find out

Prediction: I think ...

I could change (**variables**)...

The *variables* that I will keep the same are (**Control**)...

The equipment I am using:

Data Collecting:

Conclusion:

I have found out that...