



Writing to inform.



Success criteria:

- The text should be designed to tell the reader as much as possible about the topic.
- It should be written in present tense using third person perspective in a formal style.
- A clear and focused introductory paragraph should establish clearly what the text is about.
- Use topic sentences to present your information in a clear and logical way.
- Each section should present a different aspect of the subject.
- Use alternative words (synonyms) and a variety of sentence openings.
- Content should be mainly factual.
- Any technical or subject specific words should be explained clearly.

Starts with a connective to organise information.

Written in present tense.

Connectives to link ideas.

Brackets used to enclose additional information.

Topic sentence signals introduction of a new focus.

Technical terms explained to aid understanding.

At first glance, African and Asian elephants appear the same. An informed eye, **however**, can distinguish between the two species. An African bull elephant (adult male) can weigh as much as 14000 to 16000 pounds (**6300 to 7300kg**) and grow to 13 feet (4 metres) at the shoulder. Its smaller relative, the Asian elephant, averages 5000 pounds (2300kg) and 9 to 10 feet (3 metres) tall. The African elephant is sway backed and has a tapering head, **while** the Asian elephant is hump-backed and has a domed head.

Elongated incisors (front teeth), more commonly known as tusks, grow up to 7 inches (18cm) per year. All elephants have tusks, except for female Asian elephants.

PURPOSE: To describe things as precisely as possible.

FOCUS on the five Ws:

- WHO?
- WHAT?
- WHY?
- WHERE?
- WHEN?

Sequencing

- Next
- Then
- Finally
- Firstly,
- Secondly,
- Meanwhile
- In addition to
- After that
- In the first place
- To begin with
- On top of this
- Furthermore

Topic Change

- Turning to...
- As regards...
- With regards to...
- Concerning...
- As far as...is concerned
- Moving on to...
- Now to consider...
- By contrast...

Emphasis

- Above all
- In particular
- Especially
- Significantly
- Indeed
- Notably
- Obviously
- Clearly
- Mainly
- Mostly



Writing to recount



Success criteria:

- The text should be written in chronological order
- Uses time connectives to present information in a clear and logical way
- Written in the past tense
- Uses mainly First Person 'I' or 'We' or Third Person 'He', 'She' 'They'...
- Should have a clear start, middle and end.
- Uses a variety of sentence structures and vocabulary to retain the reader's interest.

Written in first person

In my earphones, a voice from the bunker said, "Five minutes to go. Please close the masks of your helmets."

Written in past tense

The three of us obeyed, then confirmed. Our call-sign was ozone, and we identified ourselves by crew number. I was the last to confirm, and so I said, "Ozone 3, ozone 3, my helmet is shut. We are in the preparation regime, ready to go."

A little later, the voice said, "Two minutes." Then it said, "One minute."

Connectives to show time order

Now that we were not moving around or reaching for the controls above us, it was comfortable to be sitting there in the spacesuit.

PURPOSE: To report (retell) events in a clear and logical way.

FOCUS on the five Ws:

- WHO?
- WHAT?
- WHY?
- WHERE?
- WHEN?

Sequencing

- Next
- Then
- Finally
- Firstly,
- Secondly,
- Meanwhile
- In addition to
- After that
- In the first place
- To begin with
- On top of this
- Furthermore
- Not only... but also...

Cause and Effect

- ... because
- ... so
- Therefore...
- Thus...
- Consequently...
- This means that...
- Due to the fact that...
- This caused...
- ...therefore...
- ...caused...

Prepositions

- Across
- Beyond
- Above
- Beneath
- Towards
- Adjacent to ...
- Against...



Writing to explain



Success criteria:

- Uses a formal tone in the simple present tense in chronological order.
- Uses third person.
- Begins with a general statement to introduce the topic.
- Uses a logical structure with clear links between points.
- Uses causal connectives to demonstrate cause and effect.
- Includes details of 'how' and 'why' and uses facts and examples to support.
- Should lead to a concise conclusion.

Written in present tense

Statement to introduce topic

The key to speeding up time travel and allowing us to jump into the future is to build vehicles that can travel at the speed of light- or at least near light speed. Light speed equals 186000 miles per second! That is about 11 million times faster than a car travelling at 60mph! Scientists claim that time actually slows down for you as you near light speed. **So**, if you had a time machine that allowed you to travel at the speed of light, time would slow down for you- **but** it would remain the same for those not in the time machine.

Uses causal connectives

However, Scientists don't believe that matter can actually reach the speed of light...

Uses connectives to show contrasting view point.

PURPOSE: To explain how something works or the reasons why something has happened.

FOCUS on answering the questions:

WHY?
HOW?

Cause and Effect

- ... because
- ... so
- Therefore...
- Thus...
- Consequently...
- This means that...
- Due to the fact that...
- This caused...
- ...therefore...
- ...caused...

Illustrating. Proving Your Point

- For example
- Such as
- For instance
- As revealed by
- In the case of
- Having decided upon...

Conclusion

- In conclusion...
- In summary...
- To summarise...
- Overall...
- On the whole...
- In short...
- In brief...
- To conclude...
- So, to round off...



Writing to instruct



<p>Success criteria:</p> <ul style="list-style-type: none"> Begin with an aim or goal—what is to be achieved followed by method. Written in chronological order in the present tense using imperative verbs. Use time connectives to allow the reader to follow the sequence of steps easily. Addresses the reader directly — ‘you’ Mainly uses short sentences to ensure clarity. Can make use of diagrams to aid understanding and can use numbers and bullet points. 	<p>Uses imperative verbs</p> <p>Start with an apple. The larger the better. It will shrink quite a bit. Then remove most of the peel using a vegetable peeler. You can leave a little at the top and bottom. Now take a small knife and carve a face.</p> <p>Bullet points to organise information</p> <ul style="list-style-type: none"> Make the features (nose, mouth) big. Shrinkage will reduce them more than you will realise. Use toothpicks for the details. Round and smooth the surface of the ‘head’ using a rag or paper towel. <p>Addresses the reader directly.</p> <p>Once carved, you must ‘pickle’ your apple head. Immerse it in a solution of ½ cup of salt mixed with about 4-6 cups of water. Adding 2 or 3 tablespoons of lemon juice will keep it from oxidising.</p> <p>Connectives to show time order</p> <p>Clear, concise sentences.</p>		
<p>PURPOSE: To tell the reader what to do by taking them through a sequence of logical steps.</p> <p>FOCUS on answering the questions: How do I...?’ or ‘What do I do if...?’</p>	<p style="text-align: center;"><u>Sequencing</u></p> <ul style="list-style-type: none"> Next Then Finally Firstly, Secondly, Meanwhile In addition to After that In the first place To begin with On top of this Furthermore Not only... but also... 	<p style="text-align: center;"><u>Cause and Effect</u></p> <ul style="list-style-type: none"> ... because ... so Therefore... Thus... Consequently... This means that... Due to the fact that... This caused... ...therefore... ...caused... 	<p style="text-align: center;"><u>Addition</u></p> <ul style="list-style-type: none"> ...and... Also As well as Moreover



Writing to persuade



<p>Success criteria:</p> <ul style="list-style-type: none"> Develops a strong argument through a selection of logical points. Uses topic sentences and discourse markers to ensure a logical development of points. Written in the present tense although examples in the form of anecdotes may be written in the past tense. Includes an opposing point of view with the purpose of disproving it. (Counter Argument) Supports arguments with a range of examples and possible statistical evidence. Uses rhetorical devices such as power of three, direct address to the reader, emotive language etc. Repeats argument in concluding paragraph. 	<p>Rhetorical devices.</p> <p>A fun house of <u>mind-blowing, exciting, imaginative, enthralling and captivating</u> activities. Present tense.</p> <p><u>English is a lesson</u> where you can live out your dreams. You can read books about strange, exotic places, become a hero or heroine as you act out dramatic and thrilling scenes and flesh out your fantasies as you write weird and wonderful stories, passionate and powerful poems and fabulously fascinating poems. Counter argument.</p> <p><u>Yes, other subjects</u> offer excitement and variety but ultimately, English is the one subject you can't do without. It teaches you skills of communication that will last a life time. Whether you're trying to get a job, communicating with people from lots of different backgrounds and cultures or just interacting with friends and family, you'll need those skills. Choose English. <u>You</u> would be mad not to! Addresses reader directly.</p>
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<p>PURPOSE: To persuade the reader to do something or to argue a case or point of view</p> <p>FOCUS on the five Ws:</p> <ul style="list-style-type: none"> WHO? WHAT? WHY? WHERE? WHEN? 	<p style="text-align: center;"><u>Emphasis</u></p> <ul style="list-style-type: none"> Above all In particular Especially Significantly Indeed Notably Obviously Clearly Mainly Mostly 	<p style="text-align: center;"><u>Concession</u></p> <ul style="list-style-type: none"> Although... While it is true that... Despite the fact that... In spite of... Despite this... However...yet... Still... Nevertheless... 	<p style="text-align: center;"><u>Illustration</u></p> <ul style="list-style-type: none"> For example Such as For instance As revealed by In the case of Having decided upon... ... as can be seen by ... as can be shown by Take the case of This can be proven by
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Discursive writing



Success criteria:

- Should present a balanced argument with equal weight to two or more opposing viewpoints.
- Uses third person in the present tense.
- Opinions should be supported with carefully selected evidence.
- Use quotations from other sources, for instance experts in a specific subject.
- Uses complex sentences to develop ideas clearly.
- Each paragraph should begin with a topic sentence and develop a different point.
- Should use logical connectives to link points.
- A logical conclusion that outlines the personal viewpoint of the writer after exploring the strengths and weaknesses of each argument.

Rhetorical devices.

Does learning at home work?

In America, there are now over a million home-schoolers and several hundred dedicated websites. Britain is slowly following suit.

The big question is whether home education-increasingly made more feasible by computer technology- is a sensible option for many more children. Are parents being swept along by this trend, scared off by all the horror stories around state educatic

Meighan argues that home-educated children- because of the fact that they follow their own interests- are 'turned on' independent learners, while so many school educated children are 'turned off' dependent learners. But because of the very fact these children are allowed to follow their own interests most of the time, the question remains as to how they will cope with the world once they move out of their comfortable, private learning environment and whether they will ever really fit in.

Quote from expert.

Complex sentences.

Logical connectives.

PURPOSE: To present arguments from differing viewpoints

FOCUS on the five Ws:

- WHO?
- WHAT?
- WHY?
- WHERE?
- WHEN?

Concession

- Although...
- While it is true that...
- Despite the fact that...
- In spite of...
- Despite this...
- However...yet...
- Still...
- Nevertheless...

Conclusion

- In conclusion...
- In summary...
- To summarise...
- Overall...
- On the whole...
- In short...
- In brief...
- To conclude...
- So, to round off...
- Evidently...

Emphasis

- Above all
- In particular
- Especially
- Significantly
- Indeed
- Notably
- Obviously
- Clearly
- Mainly
- Mostly