



The key typical ingredients of non-fiction text types (Note most text is hybrid and includes elements of other text types)

Instruction text	Recount text	Explanation text	Information text	Persuasion text	Discussion text
Examples - Recipe - Instruction manual <i>On arrival, sign the visitors' book and pick up your visitors' permit which must be displayed at all times ...</i>	Examples - Autobiography - Newspaper article <i>I was always fascinated by watches when I was a child. One day, when no one was looking, ...</i>	Examples - Encyclopaedia - Science text book <i>The reason why the Moon rises about 50 minutes later every night is because it is orbiting Earth.</i>	Examples - Dictionary - Reference book <i>Time and how to measure it is something that has fascinated human beings across the ages.</i>	Examples - Advert - Newspaper editorial <i>Does your watch stop working just when you need it? Buy Perfectotime and never worry again.</i>	Examples Essay on causes of something <i>There is still much debate about whether global warming exists and, if it does, how to prevent it.</i>
Audience Someone who wants to know how to do something	Audience Someone who wants to know what happened	Audience Someone who wants to understand a process	Audience Someone who wants to know about something	Audience Someone you are trying to influence	Audience Someone who is interested in an issue
Purpose To tell someone how to do something in as clear a way as possible	Purpose To retell a real event in an informative and imaginative way	Purpose To help someone understand a process or why something is	Purpose To present information in an unbiased way that is easy to understand	Purpose To promote a particular view in order to influence what people do or think.	Purpose To present a reasoned and balanced view of an issue.
Typical structure - Strict chronological order - Often in list form - Often uses diagrams	Typical structure - chronological order - Paragraphs often begin with a topic sentence	Typical structure - Series of logical (often chronological) explanatory steps - Paragraphs often begin with a topic sentence	Typical structure - Logical order - Paragraphs begin with a topic sentence - Often organised into categories with subheadings	Typical structure - Logical (in this case emotive) order - A series of points building one viewpoint - Paragraphs often begin with a topic sentence	Typical structure - Logical order with intro & conclusion - Sometimes a series of contrasting points - Paragraphs often begin with a topic sentence
Typical language features - Simple, clear, formal English - Imperative verbs - Time sentence signposts or numbers for coherence	Typical language features 1st or 3rd person – if 1st, then personal - Past tense - Time sentence signposts for coherence - Specific and descriptive – often in style of info or explanation - Speech	Typical language features - Formal and impersonal - Present tense - Causal sentence signposts for coherence - Generalisation - Detail where necessary – often includes information - Technical vocabulary	Typical language features - Formal and impersonal - Present tense - Generalisation - Detail where necessary – often includes some explanation - Technical vocabulary - Varied sentence signposts for coherence	Typical language features - Personal and direct - Emotive and often deceptive language - Emotive sentence signposts for coherence	Typical language features - Formal and impersonal - Varied sentence signposts for coherence often emphasising contrast or causal connections - Use of <i>Point: evidence: comment</i> to exemplify key points - Quotations