  **Handout 2: The key typical ingredients of non-fiction text types** (*Note*: most text is hybrid and includes elements of other text types)

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| **Instruction text** | **Recount text** | **Explanation text** | **Information text** | **Persuasion text**  | **Discussion text** |
| **Examples*** Recipe
* Instruction manual

On arrival, sign the visitors’ book and pick up your visitors’ permit, which must be displayed at all times … | **Examples*** Autobiography
* Newspaper article

I was always fascinated by watches when I was a child. One day, when no one was looking … | **Examples*** Encyclopaedia
* Science text book

The reason why the Moon rises about 50 minutes later every night is because it is orbiting Earth  | **Examples*** Dictionary
* Reference book

Time and how to measure it is something that has fascinated human beings across the ages | **Examples*** Advert
* Newspaper editorial

Does your watch stop working just when you need it? Buy Perfectotime and never worry again | **Examples*** Essay on causes of something

There is still much debate about whether global warming exists and, if it does, how to prevent it |
| **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 organized 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 and conclusion
* Sometimes a series of contrasting points
* Paragraphs often begin with a topic sentence
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| **Typical language features*** Simple, clear, formal English
* Imperative verbs
* Time connectives or numbers for coherence
 | **Typical language features*** First or third person – if first, then personal
* Past tense
* Time connectives and sentence starters for coherence
* Specific and descriptive – often in style of info or explanation
* Speech
 | **Typical language features*** Formal and impersonal
* Present tense
* Causal connectives and sentence starters 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 connectives and sentence starters for coherence
 | **Typical language features*** Personal and direct
* Emotive and often deceptive language
* Emotive connectives and sentence starters for coherence
 | **Typical language features*** Formal and impersonal
* Varied connectives and sentence starters for coherence, often emphasizing contrast or causal connections
* Use of *Point–evidence–comment* to exemplify key points
* Quotations
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(Developed from Sue Palmer’s Text Skeletons work © Julia Strong)