  **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 |
| **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 |

(Developed from Sue Palmer’s Text Skeletons work © Julia Strong)