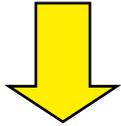
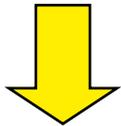


Title



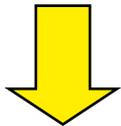
Introduction

Who, what, when and where.



Paragraphs

In the order that events happened and starting with a sentence about your topic.



Conclusion

Reflect on what has happened and what might happen next.

Recount

Have you included all these parts in your recount?

Names of people and places

Time connecting words or phrases

Past tense

Topic words

Detailed descriptions

Valid sentence structure

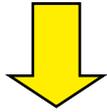
Direct quotes or reported speech

Either first person or third person

Non-Chronological Reports

Have you included all these parts in your report?

Title



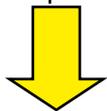
Introduction

What is your report about?



Paragraphs

Use sub-headings and start each one with a sentence about your topic.



Diagrams & charts



Conclusion

Sum up what you have written.



Glossary

Present tense

Topic words

Formal writing style

Third person

Detailed descriptions

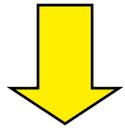
Facts and examples

Varied sentence structure

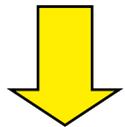
Instructions

Have you included all these parts in your instructions?

Title

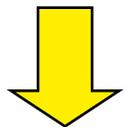


Equipment List



Instructions

Use bullet points or numbers to separate each step.



Diagrams and charts

Time connecting words or phrases

Present tense

Detailed descriptions

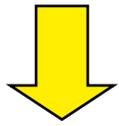
Topic words

Varied sentence structure

Second person

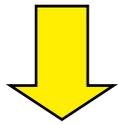
Imperative verbs at the start of each step.
Sometimes, consider using an adverb.

Title



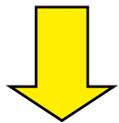
Introduction

Set the scene.

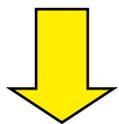


Paragraphs

In time order. Start each one with a sentence about your topic.



Diagrams
and charts



Conclusion

Explanations

Have you included all these parts in your explanation?

Time connecting
words or phrases

Present
tense

Detailed
descriptions

Varied sentence structure

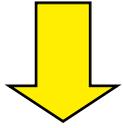
Formal

Topic
words

Third person

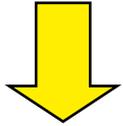
Reasons to explain how or why

Title



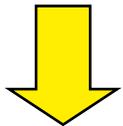
Introduction

What's your point of view?



Paragraphs

Start each one with a point that you are going to explain more. Have paragraphs that consider arguments both for and against.



Conclusion

Persuasive

Have you included all these parts in your text?

Some connecting words or phrases to start paragraphs.

Consistent voice.
E.g. First person.

Emotive language

Varied sentence structure

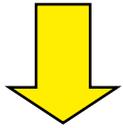
Topic words

Present tense

Detailed descriptions

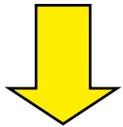
Explain your point of view and give reasons

Title



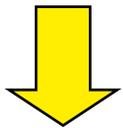
Introduction

What's is the discussion about?



Paragraphs

Write all the arguments for and against. Use one paragraph for each argument. Don't take sides.



Conclusion

Summarise the key points.
What do you think of this issue?

Discussion

Have you included all these parts in your text?

Words connecting phrases
or indicating opposite view

Formal

Present
tense

Third person

Varied sentence structure

Topic
words

Detailed
descriptions

Give reasons and provide examples

Letters

Have you included all these parts in your letter?

Formal

Use a formal greeting

Explain who you are and why you are writing

State what you want to happen once the letter has been read

All letters

Address and date in the top-right corner

Start the letter top left below the address

Use paragraphs

Use a new line to sign off

Use good detail and varied sentences

Informal

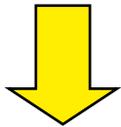
Use an informal greeting

Start by explaining your reason for writing

Diary

Have you included all these parts in your text?

Date



Paragraphs

In the order things happened and to show how you feel and what you are thinking about the events of that day.

Informal

First person

Words showing the passing of time

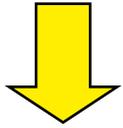
Varied sentence structure

Past and present tense

Detailed descriptions

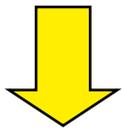
Emotive words

Title



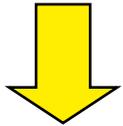
Introduction

Who, what, when and where?
Make the reader want to read
about this person.



Paragraphs

In the order that events happened
and starting with a sentence
about your topic. Add visual
elements reinforcing what you
have written.



Conclusion

Reflect on what has happened
and what might happen next.

Biography

Have you included all these parts in your text?

Quote what others think
about this person.

Formal or informal

Detailed descriptions

Words showing
the passing of time

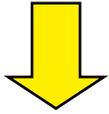
Varied sentence
structure

Emotive words

Past tense

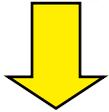
First person if it's about you.
Third person if it's about someone else.

Masthead, date
and headline



Flash

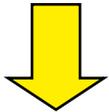
Briefly describe your article.



Introduction

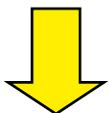
Interest the reader.

Summarise the whole story.



Main body

Use columns, sub-headings,
detail and illustrations.



Conclusion

What is your point of view
about this story?

Newspaper

Have you included all these parts in your text?

Quotes from witnesses

Formal or informal

Detailed descriptions

Past tense

Words showing the
passing of time

Varied sentence structure

Third person

An eye-catching
headline