Writing to inform

Text Types

- Report
- News Article
- Essay

Text Structure

- Introduction: engage the reader
- Middle sections: use paragraphs with topic sentences and sub-headings if appropriate
- Ending: round the piece off and create a sense of completion

Link to other style ideas

- May include a glossary
- Sections may contain more than one paragraph

Grammar and Sentences

- **Use subordinating conjunctions in varied positions**

Although it is large, the polar bear can move at great speed.

Penguins, if the sea ice melts, will not have enough food.

- **Use adverbials to create cohesions across and within sentences.**

Vikings are infamous for their love of violence and war; however, they also valued law and order

As a result of deforestation, Orangutan numbers are unfortunately in decline.

- **Use relative clauses to add further detail**

Komodo dragons, which can be found in Asia, are fierce predators.

- **Vary sentence lengths for purpose**

Long sentences to enhance information; short sentences for impact.

- **Use synonyms to avoid repetition**

Crocodiles are reptiles... .

These cold-blooded creatures...

- **Begin to use colons to link related clauses**

The snake is a highly efficient predator: they can track prey using infra-red radiation.

- **Begin to use the passive voice to remain formal or detached.**

The plants were left in direct sunlight for the duration of the experiment.

- **Make effective use of appositives to add detail about nouns**

New York City, the largest city in the United States, is a major tourist attraction.

Fast-moving and agile, mongooses are experts at catching small prey.

- **Informal and formal structures**

The difference between structures typical of informal speech and structures appropriate for formal speech and writing; for example, the use of question tags e.g. He's your friend, isn't he?

Grammar and Sentences ctd. . .

- **Subjunctive Structures**

E.g. subjunctive forms such <u>as If I were</u> or <u>Were they to come</u>

Adverbials

furthermore   however   therefore

despite   meanwhile   as a result

consequently   for example   due to

at first

Conjunctions

when   before   after   while   because

if   although   as

Punctuation Content

Use of the **semi-colon, colon** and **dash** to mark the boundary between independent clauses, for example, It's raining; I'm fed up

How **hyphens** can be used to avoid ambiguity, for example man eating shark versus man-eating shark, or re-cover versus re-cover