Writing to inform

Text Types

- Report
- Recount
- Biography
- News Article

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**

<u>Although</u> it is large, the polar bear can move at great speed.

Penguins, <u>if</u> the sea ice melts, will not have enough food.

- **Use adverbials and prepositions to open sentences and punctuate with a comma.**

<u>Sadly,</u> orangutans are endangered...

<u>Along the coast of Northumberland,</u> ..

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

<u>Despite their poor eyesight,</u> snakes make excellent hunters.

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

- **Begin to use appositives to add detail about nouns**

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

A <u>devoted Christian</u>, Alfred <u>vowed</u> <u>to repel</u> the Viking hoards.

<u>Fast-moving and agile</u>, mongooses <u>are experts</u> at catching small prey.

- **Begin to use the present perfect tense to place events in time.**

This week <u>we have</u> visited the Science Museum. As opposed to This week <u>we</u> visited the Science Museum.

- **Use brackets for parenthesis**

These great apes are arboreal <u>(which means</u> <u>they spend most of their lives living in the trees)</u> and can be found in Southeast Asia.

The Jaragua gecko <u>(1.6cm)</u> is the smallest reptile on the planet.

- **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...

Grammar and Sentences ctd. . .

- **Indicating degrees of possibility** using **adverbs** or **modal verbs**

For example perhaps, surely   For example, might, should, will, must]

- **Passive and active voice**

I broke the window in the green house vs The window in the greenhouse was broken (by me)

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

Brackets, dashes or commas to indicate **parenthesis**

Use of **commas** to clarify meaning or avoid ambiguity

Use of a **colon** to introduce a list and use of semi-colons within lists

Punctuation of **bullet points** to list information