

PERSUASIVE WRITING

e.g. leaflet, advertisement, argument

- Opening statement - state claim, eye catching phrase/Slogan
- Set out argument in logical steps or description of what & where
- Evidence to support argument – examples/benefits
- Present tense
- Connectives – so, therefore
- Adjectives, adverbs, exaggeration, alliteration, word play

INSTRUCTIONS

e.g. recipes , directions, how to.....

- Start with aim/goal
- List of what is needed
- Method
- Chronological order
- Clear /brief vocabulary
- Present tense
- Imperative verbs e.g. take, put, mix
- Bullet points?
- Evaluation of process?
- Diagram/picture

INFORMATIVE WRITING

e.g. leaflet, project, textbook

- Opens with general statement
- Information categorised
- Sub headings
- Clear, factual and impersonal language.
- Technical terms
- Non-chronological order
- Present tense
- Connectives to emphasise sequence, cause & effect, comparison.
- Questions
- Index, glossary, references
- Diagrams, illustrations, tables to break up text.

EXPLANATORY WRITING

e.g. Explain how, why,.....

- General statement on topic to begin.
- Logical steps
- Chronological order
- Present tense
- Connectives – time e.g. when, after, initially, following
 - casual e.g. because, although, as soon as
 - comparative e.g. unlike, similarly, equally
- Imperative verbs e.g. go, take, run
- Third person
- Clarity in vocabulary

RECOUNT WRITING

e.g. newspaper report, diary, biography

- **What?**
- **Where?**
- **When?**
- **Why?**
- **How?**
- **Chronological order**
- **Past tense**
- **Time connectives e.g. next, meanwhile, finally**
- **Third person**
- **(First person – auto biography or fiction)**
- **Final paragraph sums up.**

GENERAL WRITING TIPS

- **Capital letter to start a sentence.**
- **Full stop to end a sentence.**
- **Connectives e.g. because, so, meanwhile, firstly, shortly, although**
- **Adjectives e.g. slippery fish, warm bread**
- **Adverbs e.g. skating elegantly, marched swiftly, typed quickly**
- **Powerful verbs e.g. marched, cracked, crept, whispered**
- **Paragraphs - indent margin**

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