

Improving Your Writing



Text Types

What are the main text types you use in lessons?



Writing to:

- Instruct
- Recount
- Explain
- Inform
- Persuade
- Discuss
- Analyse
- Evaluate

Where are these text types found?



Annotate the A3 sheets with as many examples as possible of the different types of writing you often use both in class and at home.

- **Which ones fit into which categories?**
- **Do some fit into more than one type?**

Did you include...




- **Adverts**
- **Brochures**
- **Leaflets**
- **Newspaper articles**
- **Magazine articles**
- **Essays**
- **Debates**
- **Reports**
- **Diary entries**
- **Biographies**
- **Autobiographies**
- **Explanations of how things work**
- **Different types of evaluations (e.g. science experiments..etc)**
- **Recipes**
- **Directions**
- **Instructions on how to do something**
- **Retelling a story**
- **Reviews**
- **Different types of letters (i.e. applying for a job; letter of complaint...etc)**
- **E-mail to a friend**

Key to Successful Writing:

- Form
- Language
- Audience
- Purpose

Form



Firstly, make sure you identify what format is required for the writing task set.

For example, is it a recipe? A newspaper article? An evaluation of an experiment? A leaflet?...etc

Language

Next, make sure you know what type of language you should use for the task.

Informal

- Conversational
- Addressing your friends
- No txt spk!



Formal

- Addressing someone you don't know or who you respect
- Teacher/Headteacher
- Editor
- No slang



Audience...



**...then identify who
you are writing for.**

This will then also help you decide upon the formality of each piece of writing you compose and what language choices you need to make.

Purpose...



**...and finally, make
sure you know why
you are writing.**

Having a go...



Imagine you went out for a meal last weekend with your family but the whole experience was awful – you had to wait for ages for your food to come and when it did arrive, it was cold...etc

In pairs, label yourselves ‘a’ and ‘b’.

- **Person ‘a’:** write the opening paragraph of an e-mail explaining your experience to a friend.
- **Person ‘b’:** write the opening paragraph of an e-mail complaining to the manager of the restaurant, arguing your case for a full refund.

Don’t forget to FLAP before you write!

Now compare your writing...



- **What are the main differences in the language you used?**
- **Would you make any changes to either of the pieces of writing?**
- **How does the audience of your writing change the way in which you write?**

Make sure you **FLAP**
for every writing task
set before you start
writing!

