

Text Types (Purpose, Structure and Language)

It is useful to know the common structures of a number of texts, because you can use this knowledge when you are composing your own texts. The purpose of the text determines its structure.

Text Type	Purpose	Structure	Language
Procedure or Instruction	To show how something can be done	<ul style="list-style-type: none"> • Opening statement or goal which outlines what the procedure is. • A list of materials needed to carry out the procedure. <p>A series of steps or directions listed in the order that they should be carried out.</p>	<ul style="list-style-type: none"> • Impersonal language. • Imperative verbs create a commanding tone and a sense of timelessness. • Noun groups are often general, referring to a whole class or group rather than an individual. <p>Adverbs or adverb phrases tell you how much, when, where and why an action is carried out.</p>
Discussion	To give information and opinions on different sides of an argument.	<ul style="list-style-type: none"> • Opening statements or position on topic. • Points for and against the statement. <p>Recommendation or opinion.</p>	<ul style="list-style-type: none"> • May have technical or specialist vocabulary. • Language reflects shifts in discussion. <p>Use of conjunctions to continue flow of discussion.</p>
Narrative	To tell a story or instruct	<ul style="list-style-type: none"> • Orientation. • Complication. • Sequence of events. • Climax. • Resolution. 	<ul style="list-style-type: none"> • Vocabulary to analyse and construct narrative from.
Response or Review	To respond to literary texts.	<ul style="list-style-type: none"> • Orientation. • Comments on text features. • Assessment of main features. <p>Final critical comment.</p>	<ul style="list-style-type: none"> • Words of judgement. • Adverbs to support adjectives which express the judgement. <p>Usually in present tense.</p>

Report. Also known as an information report.	To give information.	<ul style="list-style-type: none"> • General opening classification. • Sequence of points. <p>Sometimes has a concluding statement.</p>	<ul style="list-style-type: none"> • Language may involve jargon or technical language particular to the subject of the report. <p>Uses present tense.</p>
Recount	To retell or recount past events in the order in which they occurred.	<ul style="list-style-type: none"> • Opening introduction or orientation. • Series of events in the order in which they occurred. <p>Sometimes has a final personal comment.</p>	<ul style="list-style-type: none"> • Use of past-tense verbs to locate events in relation to writers present time. <p>Use of connecting words to place events in time sequence.</p>
Explanation	Say why something is the way it is or how it works.	<ul style="list-style-type: none"> • Opening general statement. <p>Sequence of explanatory statement, often in chronologic order.</p>	<ul style="list-style-type: none"> • Impersonal, objective language. • Verbs usually in timeless-sounding present tense. • Use of technical vocabulary. <p>Words which show cause or effect.</p>
Exposition	To put forward an argument or point of view.	<ul style="list-style-type: none"> • Opening statement or position on topic. • Series of points in the argument to support the point of view. <p>Summary of position.</p>	<ul style="list-style-type: none"> • May have technical or specialist vocabulary. • Language reflects impersonal nature of exposition. <p>Use of conjunctions to make argument flow.</p>
Description	To describe literary, cultural, individual or natural events.	Opening definition followed by points of description.	Use of vocabulary to describe literary and natural events.