

# What are the features of ***INFORMATIVE WRITING?***

## **Structure:**

- ▶ clear opening
- ▶ general information about the topic
- ▶ more specific information
- ▶ summarising conclusion
- ▶ interesting, easy to read layout

## **Language features:**

- ▶ present tense
- ▶ first person or third person (depends on topic - can be personal)
- ▶ connectives to make it clear and coherent
- ▶ mostly facts (but can contain opinion if it's a personal text)
- ▶ rhetorical questions to engage reader's interest
- ▶ specific examples
- ▶ bullet point summaries may be appropriate

# What are the features of ***PERSUASIVE WRITING?***

## **Structure:**

- ▶ opening statement
- ▶ series of points + elaboration / evidence
- ▶ summary and restatement of opinion

## **Language features:**

- ▶ present tense
- ▶ first person
- ▶ logical connectives (*therefore, because*)
- ▶ addresses the reader directly
- ▶ emotive language (*eg. adjectives*)
- ▶ rhetorical questions
- ▶ lists of three
- ▶ repetition
- ▶ short, dramatic sentences for impact
- ▶ similes and metaphors

# What are the features of ***ARGUMENT WRITING?***

## **Structure:**

- ▶ opening statement giving opinion
- ▶ series of paragraphs - argument then counter argument (2<sup>nd</sup> guessing)
- ▶ summary and conclusion - restating opinion

## **Language features:**

- ▶ 2<sup>nd</sup> guessing to structure points
- ▶ present tense
- ▶ first person
- ▶ phrases to give own opinion
- ▶ connectives:
  - 1) of sequence - to structure whole text  
*(Firstly, Secondly, In conclusion)*
  - 2) of cause and effect - to link points within paragraphs  
*(Consequently, As a result, Therefore)*
  - 3) of comparison - to link different arguments  
*(However, On the other hand)*
- ▶ rhetorical questions to pose the issue and involve readers
- ▶ similes and metaphors
- ▶ exclamations to make dramatic point

# **ARGUMENT WRITING?**

## ***Using 2<sup>nd</sup> guessing to structure paragraphs***

**1) Give an opinion which goes against your argument.**

- ▶ *Some people believe...*
- ▶ *It has been said that...*
- ▶ *There are those who say*

**2) Make a statement saying the opinion just given is **WRONG!****

- ▶ *However, this is not the case.*
- ▶ *This is far from true!*
- ▶ *Clearly, this is unfounded.*

**3) Give your own opinion (the counter argument)**

- ▶ *In actual fact...*
- ▶ *In my opinion...*
- ▶ *The truth is that...*
- ▶ *In my view...*
- ▶ *I believe... / I feel...*
- ▶ *I am convinced...*

Writing Style	Structure	Language Features
<p>■ <b>Informative</b></p>	<ul style="list-style-type: none"> <li>■ clear opening</li> <li>■ general information</li> <li>■ more information</li> <li>■ summarising conclusion</li> <li>■ interesting easy to read layout</li> </ul>	<ul style="list-style-type: none"> <li>■ present tense</li> <li>■ first or third person</li> <li>■ connectives to make it clear and coherent</li> <li>■ mostly facts ( and opinion in personal text)</li> <li>■ rhetorical questions to engage reader</li> <li>■ specific examples</li> <li>■ bullet point summaries may help</li> </ul>
<p>■ <b>Persuasive</b></p>	<ul style="list-style-type: none"> <li>■ opening statement</li> <li>■ series of points + elaboration/evidence</li> <li>■ summary and restatement of opinion</li> </ul>	<ul style="list-style-type: none"> <li>■ present tense</li> <li>■ first person</li> <li>■ logical connectives (therefore, because)</li> <li>■ addresses the reader</li> <li>■ emotive language (adjectives)</li> <li>■ rhetorical questions</li> <li>■ repetition</li> <li>■ short, dramatic sentences for impact</li> <li>■ similes and metaphors</li> </ul>
<p>■ <b>Argument</b></p>	<ul style="list-style-type: none"> <li>■ opening statement giving opinion</li> <li>■ series of paragraphs - argument then counter argument (2<sup>nd</sup> guessing)</li> <li>■ summary and conclusion - restating the opinion</li> </ul>	<ul style="list-style-type: none"> <li>■ 2<sup>nd</sup> guessing to structure points</li> <li>■ present tense</li> <li>■ first person</li> <li>■ phrases to give own opinion</li> <li>■ connectives               <ol style="list-style-type: none"> <li>1. Sequence to structure whole text - firstly, secondly, thirdly....</li> <li>2. of cause and effect to link points within paragraphs - consequently, as a result, therefore....</li> <li>3. of comparison to link different arguments - however, on the other hand</li> </ol> </li> <li>■ rhetorical questions to pose the issue and involve readers</li> <li>■ similes and metaphors</li> <li>■ exclamations to make dramatic points !</li> </ul>