

Guidelines for Writing Explanations

- 1 Begin with a title that states specifically what the explanation is about.
- 2 Describe the parts of the thing to be explained.
- 3 Use and explain specific vocabulary used in the explanation.
- 4 Explain how things work in a clear sequence.
- 5 Include relevant information only.
- 6 Leave out words like 'you' and 'your'.

Guidelines for Writing Reports

- 1 Organise information into paragraphs.
- 2 Include facts not opinions.
- 3 Vary sentence beginnings and connecting phrases.
- 4 Use subject-specific vocabulary.
- 5 Leave out words like 'I', 'we' and 'think'.

Guidelines for Writing Newspaper Reports

- 1 Begin with a headline that is short, but sums up the report.
- 2 Include information about *who*, *when*, *what*, *where*, *how* and *why*. Be specific.
- 3 Write in newspaper language. Don't use *I* or *me*.
- 4 Leave out your (the reporter's) opinions.

Guidelines for Writing Persuasive Texts

- 1 Make your position clear in the opening paragraph.
- 2 Explain each argument in detail.
- 3 Write in argument language. Don't use *I* or *me*.
- 4 Begin each paragraph with a topic sentence.
- 5 Link the paragraphs.
- 6 Use specific vocabulary.

Guidelines for Writing Instructions

- 1 Begin with a title that tells what has to be done.
- 2 List exactly what ingredients or things are needed for the procedure.
- 3 Write the steps in order.
- 4 Begin each step with a verb.
- 5 Leave out unnecessary information and words like 'you'.

Guidelines for Writing Recounts

- 1 Begin with a title that describes what the recount is about.
- 2 Include *who*, *when*, *where*, *what* and *why* in the setting.
- 3 Describe events in time order.
- 4 Include only the important information.
- 5 Use a variety of sentence beginnings.
- 6 Have all the necessary information.
- 7 Have paragraphs that indicate changes in time.
- 8 Describe events clearly.
- 9 Include a conclusion that summarises and/or evaluates the events.