

# Recount writing

## What is recount writing?

- **Recounts retell past events.**
- **They aim to inform or entertain the reader.**

### Subject Areas?

- ✓ English
- ✓ Geography
- ✓ History

## Features of recount writing:

- Recounts normally start by setting the scene, e.g., “what?”, “where?”, “when?”, “how?”
- This is followed by a series of events, in the order that they happened (CHRONOLOGICAL ORDER). These are important events, not irrelevant details
- The final paragraph should bring the reader back to the subject. This may be in the form of an evaluation
- They are written in the PAST TENSE and the ACTIVE VOICE.
- They use CONNECTIVES related to time, e.g., after, then, next, meanwhile, to cause, e.g., because, since, or to contrast, e.g., however, although, nonetheless
- They focus on specific people or events, not general topics
- They use the FIRST PERSON (I, we) in autobiography and fiction; otherwise they use the THIRD PERSON
- They use critical vocabulary appropriate to subject

**Where will I find recount writing?**

**Biographies**  
**Diaries**  
**“How I found...”**  
**“An account of my day at...”**  
**“A day in the life of....”**  
**A newspaper report**

# Writing to analyse

## What is analysis?

- **A reasoned response to a text or other media**

### Subject Areas?

- ✓ MFL
- ✓ English
- ✓ DT
- ✓ History
- ✓ Geography

## Features of analytical writing:

- A statement of the issue, followed by a preview of the main points to be made, then each point in turn and a summary or conclusion
- Takes into account the readers' familiarity with the subject e.g., does not retell the plot of a novel
- Uses evidence to support points made
- Generally in the **THIRD PERSON**; may use **FIRST PERSON** to give own views
- Can use either **PAST** or **PRESENT TENSE**
- The **ACTIVE VOICE** is more common, although the **PASSIVE** may be used
- **CONNECTIVES** of comparison e.g., whereas, though, while, unless, on the other hand, equally and to show use of evidence e.g., this shows that...

Where will I find analytical writing?

**Comparison texts**  
Showing understanding of a topic studied  
e.g. "What were the reasons for the development of the cotton industry in Lancashire?"



# Writing to discuss

## What is discussion?

- **Discussions are written to present arguments and information**
- **They show all sides of an issue**

### Subject Areas?

- ✓ History
- ✓ Geography
- ✓ Science

## Features of discursive writing:

- Start with a statement of the issue under discussion
- Summarise or outline the main arguments as you see them
- Provide arguments to support one side of the case.  
Give examples and evidence
- Provide arguments to support the opposing view.  
Give examples and evidence
- Come to a conclusion about which side you recommend
- Use the PRESENT TENSE and usually the THIRD PERSON
- Mostly written in the ACTIVE VOICE
- May use RHETORICAL QUESTIONS e.g., but is it right that...?
- Connectives relate to logic e.g., as a result, alternatively, however, for example

**Where will  
I find  
discursive  
writing?**



**Essays  
Editorials  
Can lead to debates**

# Writing to evaluate

## What is evaluation?

- Records the strengths and weaknesses of performance or product

### Subject Areas?

- ✓ History
- ✓ Geography
- ✓ Science
- ✓ DT

## Features of evaluative writing:

- May be in list form, including strengths and weaknesses, followed by a summary and targets for the future
- May use bullet points and other organisational devices including subheadings
- Written in the FIRST PERSON using PAST, PRESENT and FUTURE TENSES appropriately
- Written in the ACTIVE VOICE
- CONNECTIVES used to balance strengths and weaknesses e.g., although, however, still, on the other hand and to indicate use of evidence e.g., as in..., I know this because..., this shows that ...
- Targets are specific and meaningful
- Uses technical vocabulary

Where will I find evaluative writing?

Projects  
Experiments

# Writing to explain

## What is explanation writing?

- **Explanations are written to explain how something works or the processes involved in actions, events or behaviours.**

### Subject Areas?

- ✓ History
- ✓ Geography
- ✓ Science

## Features of explanation writing:

- Usually start with a general statement to introduce the topic being explained
- They follow a set of logical steps – in the correct order – or else the process may not work
- Usually written in the PRESENT TENSE and in CHRONOLOGICAL ORDER
- They use SEQUENTIAL e.g., then, next, CAUSAL e.g., because, so, and COMPARATIVE e.g., although, in contrast CONNECTIVES
- Verbs in the IMPERATIVE FORM are used e.g., go, take
- Written in the THIRD PERSON and the ACTIVE VOICE
- Vocabulary will be plain to ensure clarity

Where will I find explanation writing?

“Explain how ...”  
“Explain why ...”  
Essay questions

# Writing to inform

## What is an information text?

- To describe the way things are
- To tell the reader more about a given subject

### Subject Areas?

- ✓ English
- ✓ MFL
- ✓ History
- ✓ Geography
- ✓ Science
- ✓ RS

## Features of information writing:

- It is clear, factual and impersonal
- May include diagrams, illustrations and tables to break up information, draw in reader and replace text
- It is NON-CHRONOLOGICAL and written in the PRESENT TENSE
- Opens with a general statement; other information is divided into categories
- May include an index, glossary, notes, references, table of contents
- THIRD PERSON GENERIC; the ACTIVE alternates with the PASSIVE VOICE
- Sentences tend to be short and clear
- CONNECTIVES emphasise sequence, cause and effect and comparison
- Questions are used to interest the reader
- Makes use of subheadings
- Vocabulary is precise and technical terms relate to the subject matter.
- It is IMPERSONAL

Where will  
I find  
information



Projects  
Leaflets  
Textbooks

# Instructions

## What are instructions?

- **Instructions are written to explain how something is done, in a series of sequenced steps**

### Subject Areas?

- ✓ English
- ✓ Art
- ✓ Science
- ✓ Maths
- ✓ Geography
- ✓ DT

## Features of instructions:

- Instructions are clear and brief with specific language
- They start with an aim or goal – what is to be achieved in the writing
- This is followed by a list of what is needed
- Next comes the method – the steps to achieve this goal
- Written in CHRONOLOGICAL ORDER and the PRESENT TENSE using IMPERATIVE VERBS
- May use bullet points
- The reader is generally referred to as you
- Some instructions require an evaluation of the success of the process
- Sometimes a diagram or photograph will be helpful

**Where will I find instructions?**



**Directions  
Recipes  
“how to...”**

**They are usually from one point of view  
Help to clarify ideas and  
reshape thoughts**

# Persuasive writing

## What is persuasive writing?

- **Persuasive writing not only gives the writer's point of view but also promotes it**
- **It argues a case**

**Subject Areas?**

English ✓

## Features of persuasive writing:

- Persuasive writing normally starts by stating the proposition to be argued, e.g., "Animals should never be killed to provide food for humans."
- The arguments to back this up should follow in logical order
- Each point should be backed up by evidence
- The argument should be summarised at the end
- Arguments usually use the PRESENT TENSE
- They focus on the general issues and then elaborate through specific examples
- They use CONNECTIVES which logically present the argument e.g., so, therefore, because
- Vocab can be technical, depending on the audience

**Where will I find persuasive writing?**



**Leaflets  
Arguments  
Reviews  
Essays  
Publicity or promotion**

# Report writing

## What is report writing?

- **Reports are written to describe or classify the way things are or seem to be**
- **They organise and record information**

### Subject Areas?

English ✓  
P.E. ✓

## Features of report writing:

- The style of a report is determined by its purpose. Some may be closer to recounts
- They usually start with a general opening, e.g., “The frog is an amphibian...”
- They move on to being more specific and technical and are likely to contain technical vocabulary
- They describe qualities and functions, habits and behaviours, e.g., “Cats have retractile claws. This enables them to catch their prey and keep hold of it.”
- They are usually written in the PRESENT TENSE
- They are NON-CHRONOLOGICAL
- They focus on groups or general aspects
- They use DESCRIPTIVE language that is FACTUAL and ACCURATE – not descriptive
- They use ACTION VERBS, e.g., *rises*, *changes*
- They use a formal style involving the FIRST PERSON, e.g., *I*, *we*

Where will I find report writing?

They are often published for a specific audience  
**Academic research**  
**Newspapers**  
**Libraries**  
**At school!**