

Appendix II

Guide to writing styles

The type of text that you use for your writing should be appropriate to your purpose and audience.

It is important, when writing to consider the following:

- **Mode:** What is the most appropriate style and structure of writing for my purpose and audience?
- **Register:** language choices – is the piece formal or informal? What type of language is appropriate for my purpose and audience?

A table of the most common modes are summarised in the tables below:

Report	
Purpose	<ul style="list-style-type: none"> • To present information about a particular subject
Structural features	<ul style="list-style-type: none"> • Introductory statement which may include a hypothesis, a short description and a definition • Series of points about the subject, each one describing a new feature (may be written in paragraphs) • Summary and possible conclusion / evaluation of hypothesis
Language features and conventions	<ul style="list-style-type: none"> • Use of examples and explanation to support points used • Emotive language to create a persuasive tone • Jargon or subject specific vocabulary may be used • Transitions between paragraphs • Use of the present tense • Formal register • Citations and referencing
Other names	<ul style="list-style-type: none"> • Argument • Transactional writing • Exposé

Expository Writing	
Purpose	<ul style="list-style-type: none"> • To persuade or present a point of view / argument.
Structural features	<ul style="list-style-type: none"> • Introductory statement presenting the author's point of view (introduction) • Series of arguments (structured in paragraphs) to support the point of view (body) • Summary and conclusion of the author's position (conclusion)
Language features and conventions	<ul style="list-style-type: none"> • Use of examples and explanation to support points used • Emotive language to create a persuasive tone • Jargon or subject specific vocabulary may be used • Transitions between paragraphs

	<ul style="list-style-type: none"> • Use of the present tense • Formal register • Citations and referencing
Other names	<ul style="list-style-type: none"> • Argument • Transactional writing • Exposé

Procedural Writing	
Purpose	<ul style="list-style-type: none"> • To outline method, give step-by-step instruction, to show how something can be done.
Structural features	<ul style="list-style-type: none"> • Opening statement stating the aim or goal • List of materials, skills or ingredients needed to carry out the procedure • Steps required to complete the task, listed in sequential order
Language features and conventions	<ul style="list-style-type: none"> • Use of headings and sub-headings • Use of bullet points or numbering • Impersonal, objective language • Imperatives (use of verb at start of sentence eg. <i>Put</i> the cap on) • Imperative tone through use of verbs such as 'need to' or 'must' • Adverbs to show how the action should be done (eg. shake <i>vigorously</i>) • May address audience through use of second person, 'you' • Jargon or subject specific language may be used
Other names	<ul style="list-style-type: none"> • Instruction

Recount	
Purpose	<ul style="list-style-type: none"> • To retell past events in the order in which they occurred
Structural features	<ul style="list-style-type: none"> • Orientation: who? What? Where? When? • Series of events, usually in chronological order • Some personal comments on the events, either at the end of the retelling or interspersed throughout
Language features and conventions	<ul style="list-style-type: none"> • Use of the past tense • May use first person, 'I' • Descriptive or poetic language • Connectives to link events in the time sequence (eg. <i>initially, first eventually</i>)
Other names	<ul style="list-style-type: none"> • Memoir, autobiography, biography

Narrative writing

Purpose	<ul style="list-style-type: none"> To tell a story
Structural features	<ul style="list-style-type: none"> Orientation: who? What? Where? When? Complication Series of events triggered by the complication, crisis or climax Resolution or denouement May contain a coda (a comment or moral)
Language features and conventions	<ul style="list-style-type: none"> Descriptive or poetic language to give information about characters, setting etc. Connectives to link events in the time sequence (e.g. <i>initially, first eventually</i>)
Other names	<ul style="list-style-type: none"> Story, prose Short stories, novel, film, play, poem

Reflective writing	
Purpose	<ul style="list-style-type: none"> Revisit an event/text/idea from a different perspective (perhaps with greater understanding or more learning)
Structural features	<ul style="list-style-type: none"> Introduction outlining context Description and explanation Summarising evaluation May use stream of consciousness, if appropriate
Language features and conventions	<ul style="list-style-type: none"> Use of the present tense Descriptive adjectives and adverbs Emotive language reflecting the author's personal response or judgement
Other names	<ul style="list-style-type: none"> Review Response



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