

Text Type

Report – Leaflet/Booklet

Purpose	To provide factual information. To organise the facts so they are easy to understand. To interest the reader.
Text Features	Written in the third person: <i>(he, she, they)</i> Written in the past and present tense: <i>(was, did, had or is, does, has)</i> . Non-chronological order Heading, opening statement, sub headings with each paragraph
Organisational Features	The information is organised in categories. Possible use of: bullet points, tables, diagrams, pictures to add more information. Sub headings for paragraphs

Connectives	Although..., however..., furthermore..., but..., because...
Openers	Most ..., Many..., Often..., They are..., They were..., They also...
Vocabulary	Use and explain some technical words found during research

Structure of Text	
Title	A title that draws/hooks the reader in.
Introduction	Opening paragraph leads into main text that defines the subject of the report
Paragraphs 1, 2, 3	A clear layout showing how information is organised. Information relating to subheading, including technical vocabulary
Picture/Diagram	Labelled picture or diagram
Conclusion	Closing statement