

BIOGRAPHY

Purpose:

To provide details of a person's life in an informative and entertaining manner.

Structure:

1) Orientation:

Background information about the person and why they are noteworthy.

2) Series of Events:

Description of a series of significant events that occurred in the person's life in chronological order.

3) Reorientation:

A summary of the person's life, achievements and significance to society. Can include a personal statement

DISCUSSION

Purpose:

To present information about different sides of an issue or topic.

Structure:

1) Statement of Issue:

Statement of the issue and a preview of the main arguments.

2) Arguments:

Series of arguments and counter-arguments, with evidence for each point of view.

3) Recommendation:

A concluding statement that summarises. This can include a personal recommendation.

EXPLANATION

Purpose:

To tell how or why things occur.

Structure:

1) Identifying Statement:

Statement of phenomenon to identify the topic to be explained.

2) Explanation Sequence:

Series of paragraphs that explain how or why things happen in chronological order.

3) Concluding Statement:

A paragraph that summarises the explanation.

EXPOSITION

Purpose:

To argue a particular point of view, providing evidence to convince others.

Structure:

1) Statement of Position:

Statement that gives a point of view on a topic.

2) Arguments:

Series of arguments and evidence that backs up each point.

3) Reinforcement:

A concluding statement that summarises the arguments and restates the author's point of view.

FACTUAL DESCRIPTION

Purpose:

To describe a place, process, person or thing using facts.

Structure:

1) Introduction:

An introductory statement.

2) Detailed Description:

Systematic description of aspects of subject.

3) Concluding Statement:

A summary of the information provided.

FACTUAL RECOUNT

Purpose:

To retell events that the speaker has not necessarily been involved in.

Structure:

1) Orientation:

Introductory information about who, what, where and when the event occurred.

2) Series of Events:

Series of paragraphs that retell the events in chronological order.

3) Reorientation:

A personal comment about the event.

IMAGINATIVE RECOUNT

Purpose:

To retell events with imagined embellishments.

Structure:

1) Orientation:

Introductory information about who, what, where and when the event occurred.

2) Series of Events:

Series of paragraphs that retell imagined events in chronological order.

3) Reorientation:

A personal comment about the event.

INFORMATION REPORT

Purpose:

To provide factual information about an object, person, animal, place or event.

Structure:

1) Classification:

A general statement of classification to introduce the subject of the report.

2) Description:

Detailed description, organised according to category.

3) Concluding Statement:

A summary of the information provided.

LITERARY DESCRIPTION

Purpose:

To describe a place, person, event or thing in an imaginative way.

Structure:

1) Classification or Generalisation:

An introductory definition of the subject.

2) Detailed Description:

Systematic description of aspects of the subject.

3) Concluding Statement:

*A summary of the information provided.
May include an impersonal evaluative comment.*

NARRATIVE

Purpose:

To entertain, instruct or inform by telling a story.

Structure:

1) Orientation:

Opening paragraphs to provide background and orientate the reader to place, time and characters.

2) Body:

Series of paragraphs that move through 3 stages- a) Complication. b) Series of events leading to a climax. c) Resolution.

3) Coda: (optional)

Telling how the characters have changed from their experience.

PERSONAL RECOUNT

Purpose:

To retell events that the writer was personally involved in.

Structure:

1) Orientation:

Introductory information about who, what, where and when the event occurred.

2) Series of Events:

Series of paragraphs that retell the events in chronological order.

3) Reorientation:

A personal comment about the event.

PROCEDURE

Purpose:

To give instructions and inform about how to do something.

Structure:

1) Goal:

Opening statement of aim or goal.

2) Equipment:

List of the required materials, equipment or ingredients needed to complete the task, in order of use.

3) Steps:

A series of steps needed to be taken to complete the task in chronological order.

RESPONSE AND REVIEW

Purpose:

To summarise, analyse or evaluate an artistic work.

Structure:

1) Context:

Give background information about the artistic work being focussed on.

2) Description:

Series of paragraphs describing elements of the artistic work.

3) Judgement:

A concluding statement that summarises and includes a personal judgement or recommendation.