



THE HEREFORD ACADEMY

Literacy Handbook

Can be used in:
Science, Technology & PE

Explanation Texts

- ☺ Tells you how or why a process happens
- ☺ This is sequential and deals with cause and effect

Often these types of texts are:

- Parts of a non-fiction text
- Technical manuals
- Science texts books
- Science experiment write-ups
- 'Question and Answer' articles and leaflets
- Encyclopaedia entries



Purpose

- To explain a process
- To help the reader understand how or why something happens
- To engage a reader's attention

Structure

Introduction



A series of
logical steps



A conclusion to
sum up the
information

Language

- Present tense
- Time connectives
- Causal language
- Impersonal language
- Technical vocabulary

Other helpful hints

- Add a title that tells what's to be explained
- Have an introduction, providing any necessary background
- Use a clear layout with paragraphs
- Use topic sentences to start your paragraphs
- Label pictures and diagrams
- Use bullet points or subheadings
- Have a closing sentence to round off the report

Can be used in:
All subjects

Persuasive Texts

- ☺ Argues the case for a point of view
- ☺ Usually give clear point and elaborate on points when needed

Often these types of texts are:

- Pamphlets from pressure groups or political parties
- Magazine articles
- Posters or fliers
- Book blurb
- Letters to editors
- Travel brochures
- Advertisements

Purpose

- To attract the attention of the audience
- To gain their trust
- To argue the case clearly
- To convince the audience



Structure

Introduction
Who? What?
Where? When?



Points with
elaboration
information



Conclusion
to sum up

Language

- Present tense
- Persuasive devices
- The language of argument

Other helpful hints

- Have an eye-catching title
- Use a clear opening statement of your point of view
- Set out your main points clearly
- Use examples to back up your main points
- Have a summary of main points at the end

Can be used in:
All subjects

Information Texts

- ☺ They describe the way things are
- ☺ They can describe a range of cultural, social and natural ideas

Often these types of text are:

- Reports
- Comparisons
- Leaflets
- Educational posters

Purpose

- To give information to people
- To be clear and concise
- To tell the reader more about a subject

Structure

General
Statement
to start



Information
divided into
categories



index, glossary
references,
table of contents

Language

- Third person
- Passive voice
- Connectives used to emphasise sequence
- Impersonal
- Present tense

Other helpful hints

- Use subheadings
- Questions can be used to interest the audience
- Sentences can be short and clear
- Can include diagrams, illustrations and tables



Can be used in:
Science, Technology & PE

Instructional Texts

- ☺ They are written to explain how something is done
- ☺ They are usually in a series of sequenced steps

Often these types of texts are:

- Directions
- Recipes
- Instructions of how to build something

Purpose

- To help with the creation of something
- To ease the process of making something
- To give structure to a new concept

Structure

Aim or goal
of what is to be
achieved



list of things
required



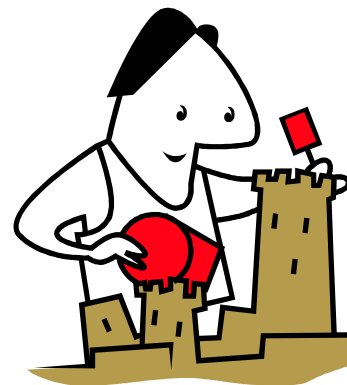
the steps to be taken
to reach goal

Language

- Present tense
- Imperative verbs
- Chronological

Other helpful hints

- Bullet points can be used
- Clear and brief
- Photographs and diagrams can be useful
- Can include an evaluation of the success of the process



Can be used in:
Humanities & Project days

Recount Texts

- ☺ Retell past events
- ☺ Aim to inform or entertain the reader

Often these types of texts are:

- Biographies
- Diaries
- Newspaper reports

Purpose

- To share the past
- To confirm details of events

Structure

Set the scene



Series of events



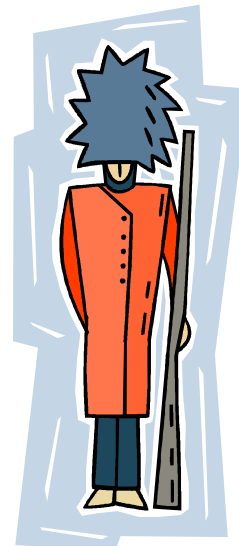
Final paragraph to bring the reader back to the subject

Language

- Past tense
- Active voice
- First or third person
- Time connectives

Other helpful hints

- Focus on specific people or events
- Use critical vocabulary appropriate to the subject
- Use what, when, where, how, and who



Can be used in:
KS4, Humanities & CoPE

Discussion Texts

- ☉ Written to present arguments and information
- ☉ They show all sides of an issue

Often these types of texts are

- Essays
- Editorials
- Found in debates

Purpose

- To allow constructive arguments
- To be aware of more than one viewpoint

Structure

Statement of the issue and summarise main points



Give arguments to support one side, then the other side, with evidence



Come to a conclusion about which side you're on

Language

- Present tense
- Third person
- Active voice
- Rhetorical questions

Other helpful hints

- Use connectives related to logic
- Back up ideas with examples and evidence



Can be used at:
KS4

Analytical Texts

- ☺ A reasoned response to a text or other media
- ☺ In-depth discussion on a topic

Often these types of texts are

- Comparison texts
- Used to show understanding of topics studied
- Sports coaching manual

Purpose

- To show understanding
- To show in-depth knowledge

Structure

A statement of the issue followed by a preview of the main points to be made



Each point covered in turn



A summary or conclusion

Language

- Past or present tense
 - Third person
 - Active voice
 - Passive can also be used
- Connectives of comparison

Other helpful hints

- use evidence to support points made
- Show familiarity with subject, do not just retell ideas



Noun

The name of a person, place or thing

The **chair** was under the table.

The **dog** lay on the mat.

The **car** raced past.

John

France (the names of people and places or brands need capital letters!!!!!!)

Fiat

Verb

A doing word

Infinite

to walk

to run

Past tense

I **walked**

I **ran**

Present

I am **walking**

I am **running**

Future

I **will be walking**

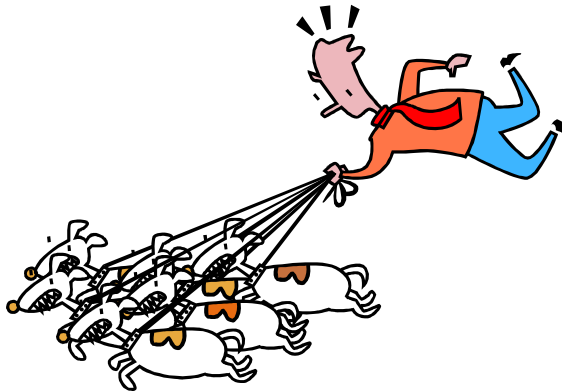
I **will be running**

Imperative (bossy verbs or commands)

Stop

Go

Take



Adjective

A describing word, usually used with nouns

The **brown** car.

The **big** bus.

The **enormous** crocodile.

He was **unhappy**.



Adverb

A word which describes how you do something. This usually comes with a verb

He walked **slowly**.

The dog scratched **quickly**.

The swan swam **majestically**.

She was joking **continually**.



Connectives

Words which join sentences, phrases and paragraphs

Time

Before
After
Whilst
Throughout
Firstly
Second...

Compare/Contrast

In addition
Also
And
Another...
Similarly
In contrast
Contrary to
However
But
On the other hand...



Exemplify

For instance
For example
This is shown in
Such as
Leading to

Speculative

What if
Maybe
Possibly
Perhaps

Person

Shows the viewpoint of who is narrating

First Person

- Comes directly from one person's viewpoint
- Uses 'I' and 'me'

I was walking along the road when I saw a fox.

Second Person

- You talk directly to the reader

You should think before you drink and drive.

Third Person

- You have a view of all that is happening
- Will use he, she, they...
- The narrator will not be involved in the action

He was walking along the street when she asked for his number.

Voice

Active Voice

- The subject of the sentence acts upon something or someone
- Usually more powerful and straightforward
- Uses less words to say the same as the passive

The twister left a path of destruction.

Passive Voice

- The subject is acted upon
- Considered more formal

A path of destruction was left by the twister.

