

Type and purpose of writing	Examples	Language features
Writing to recount or instruct Newspaper articles Instructions Account Guide	History – newspaper article Maths/science – account of an investigation Technical - instructions on how to create a table Home Economics- account of creating a dish Science – instructions for setting up an experiment PE – instructions for performing a skill Geography – guide to read/interpret a map Art – instructions on how to create a colour	Written in order of events (chronological) Short clear sentences Mostly based on action statements Recount in past tense Instruct in present tense
Writing to explain or inform Report Information leaflet Explanation	PSE – report on drugs and society Geography – report on volcanoes Science – report on climate change Pupil Council – report on changes for pupils History – report on causes of a war Science - explaining a process Maths – explaining a solution to a problem	Written in logical structure Present tense Clear topic sentences leading into further explanation Linking ideas together Third person
Writing to discuss or persuade Posters Adverts Brochures Speeches to persuade	RE – the existence of a deity Computing/business – using one system over another Modern Studies – comparison of political systems Pupil council – debates, speeches, comparison of one school policy over another School Committees - persuading one idea over another, creating speeches PSE – anti-bullying campaigns, rights of the child charter	Clear statement of intent then organised in themes or topics Past or present tense Third person Logical linking words Use of evidence Detached or balanced stance
		Persuasion Present tense Selective use of evidence Emotive language Rhetorical questions

Type of writing	Examples	Language features
Writing to analyse or evaluate	General – peer, self or group evaluation of work Technical – evaluating designs and comparing designs PE – evaluating performance. Profiles – evaluation of progress Pupil Council – evaluating progress of school in various areas Art – critical analysis of a painting History - comparison of sources	Describe process Considered stance – implicit or explicit Impersonal and detailed or personal if evaluation is of self.