

Words to indicate order:
first, primarily, initially,
next, furthermore, as
well as.

Chronological order

Recounting or instructing

Short clear sentences.

**Consists of action
statements**

**Recount in past tense
Instruct in present tense**

Explain or show understanding

Use of subject specific
vocabulary, developing
subject specific
language.

Structure:
- Introduction
- Logical steps in correct
order.

Writing to explain ideas
and processes.
Unbiased.

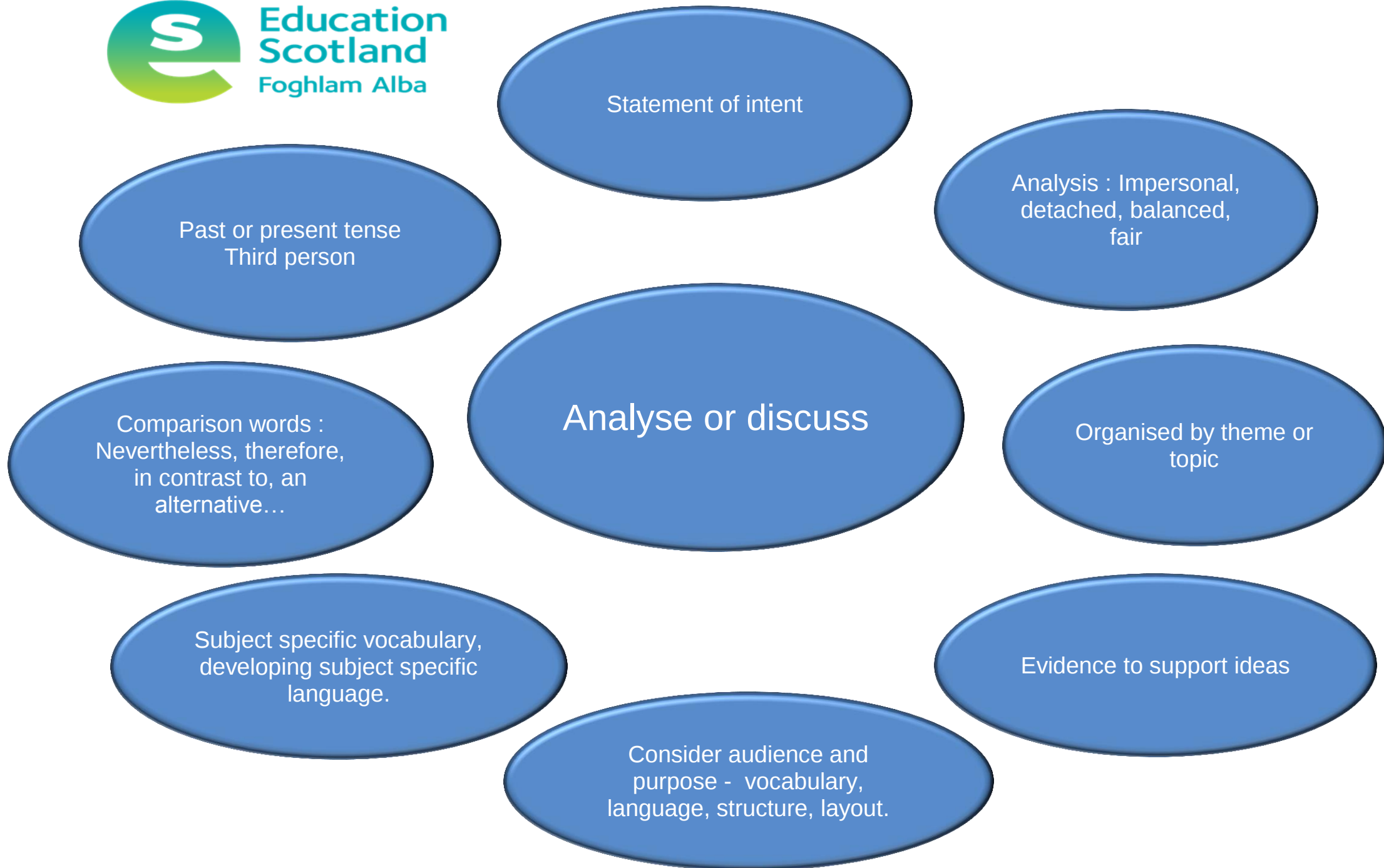
Use of clear topic
sentences

Use present tense
Use third person – he,
she, they.

Words to show cause and
effect:
because, so, as a result,
consequently, therefore

Words to indicate
order:
first, primarily, initially,
next, furthermore, as
well as.

Consider audience and
purpose -
vocabulary, language
structure, layout



Analytical, detailed,
impersonal

Show balance in
evaluation.

Describe process and:
judge, persuade,
recommend, convince.

Evaluate

Use subject specific
vocabulary, developing
subject specific
language.

Consider strengths and
weaknesses and next
steps.

Considers other points
of view

Expresses a clear point of
view – implicit or explicit.