**Text Structures**

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| **Instructional Texts** | **Narratives** | **Letters** | **Essays/Speeches** | **Feature Articles** | **Newspaper Reports** |
| Title  Outline Purpose  Outline materials  Outline steps in order of progression  Outline any issues, problems faced, limitations or alternative pathways to complete the task  Outline what the completed tasks or activity should look like  Conclude the guide | Title  Decide on point of view – 1st, 2nd or 3rd  Orientation: introduce your setting, your characters and hint at the main conflict  Conflict Development or Rising Action:  Introduce an action, then a reaction; then another action and reaction. Repeat as necessary (depends on length of the text)  Climax: this is an action that is the highest point of tension in the story; it is the most exciting section.  Resolution: this is the final reaction – resolve the conflict first, then make some final observations about the characters and the setting. | Sender’s address at the top left of the page  Date – one line gap after sender’s address  Receiver’s title and address - one line gap after date  Standard greeting: Dear …  Logical body structure: introductory, explanatory and concluding paragraphs (minimum of 3)  End with a salutation: yours faithfully  Signature  Typed name below signature  Uses 1st person, present tense.  Note: All of the above is left justified (that is, begins at the left page margin) | Title  Uses exposition structure: outlines point of view and substantiates it  Starts with a general introduction  Body: develops the argument; topic sentences open each paragraph and are followed by evidence and explanatory sentences. Final sentence of each paragraph links back to the thesis  Conclusion: clearly restates thesis  Uses formal language, impersonal but ‘you’ and ‘we’ are sometimes used as inclusive pronouns; uses rhetorical questions, present tense, emotive language, often persuasive and uses specialised language. | Headline: attention grabbing  Subheading & byline  Introduction: should hook readers and establish a point of view through direct statements or example or rhetorical question.  Narrative rather than inverted pyramid structure  Body: uses anecdotes, background information, creative and colourful language, figurative language, inclusive language, creates a relationship with the reader, lengthy  Conclusion: states the thesis of the article in the last sentence/paragraph. | Headline: short, catchy or celeverly worded and summarises the angle of the article.  Sub-heading & byline: brief but gives more detail.  Inverted pyramid structure: important information first: major points to minor points  Introduction: 20-25 words; 5Ws and the 1H  (who, what, where, when, why and how); identifies the angle of the article / point of view.  Body of article: factual details and quotes from witnesses or experts; short paragraphs (30 words) for easy reading, containing one fact or idea.  Conclusion: unimportant because the article may be shortened.  In column format. Lead article may have photograph. |

**For all texts, think of your audience, your purpose and your context, as well as your organisation of ideas.**