

## Text type: OUTLINE

**function** to present the main features of a text

STRUCTURE	LANGUAGE	TO BE AVOIDED
<ul style="list-style-type: none"><li>• the order of main points reflects the order in the text</li><li>• the thesis is given in the opening sentence</li><li>• supporting detail is given where required</li><li>• appropriate paragraph writing</li></ul>	<ul style="list-style-type: none"><li>• compound sentences: infinite forms, apposition, non-defining relative clauses, conditional clauses etc.</li><li>• neutral or formal register</li><li>• It is conventional to use the present rather than the past tense</li></ul>	<b>Do not</b> <ul style="list-style-type: none"><li>• quote or copy from the text</li><li>• comment on the text</li><li>• give an introductory statement on the source and publication of the text</li></ul>

## Text type: DESCRIPTION

**function:** to evoke an image of a scene or character or give a detailed account

STRUCTURE	LANGUAGE	TO BE AVOIDED
<ul style="list-style-type: none"><li>• the general idea or topic is given in the opening sentence or paragraph</li><li>• the main body presents details of what can be observed (seen, heard, smelled or felt)</li><li>• supporting detail in the form of quotation or paraphrase, accompanied by line references, is given where required</li><li>• appropriate paragraph writing</li></ul>	<ul style="list-style-type: none"><li>• compound sentences: infinite forms, apposition, defining and non-defining relative clauses, conditional clauses etc.</li><li>• neutral or formal register</li><li>• It is conventional to use the present rather than the past tense</li></ul>	<b>Do not</b> <ul style="list-style-type: none"><li>• comment on the text</li></ul>

## Text type: DESCRIPTION OF IMAGES

**function:** to present the features of a picture, cartoon etc.

STRUCTURE	LANGUAGE	TO BE AVOIDED
<ul style="list-style-type: none"><li>• the opening sentence or paragraph comprises a statement on (a) the source and publication of the image and (b) the general idea or topic of the image</li><li>• the main body presents details of what can be seen, beginning with the most striking elements</li><li>• appropriate paragraph writing</li></ul>	<ul style="list-style-type: none"><li>• the position of elements in the image is given using phrases such as <i>at the top</i>, <i>in the foreground</i>, <i>the focus of attention</i></li><li>• captions or words in speech bubbles are quoted or paraphrased; paraphrase is particularly appropriate for lengthy captions or speech bubbles</li><li>• compound sentences: infinite forms, apposition, defining and non-defining relative clauses, conditional clauses etc.</li><li>• the progressive mode is generally required for actions depicted</li><li>• neutral or formal register</li><li>• It is conventional to use the present rather than the past tense</li></ul>	<b>Do not</b> <ul style="list-style-type: none"><li>• comment on the text</li></ul>

## Text type: EXAMINE

function: to describe and explore specific features of the text and how they are presented		
STRUCTURE	LANGUAGE	TO BE AVOIDED
<p>The student is required to identify the relevant aspects in accordance with the task</p> <ul style="list-style-type: none"> <li>• text begins with an appropriate introduction</li> <li>• in the main section arguments are organised according to the requirements of the task</li> <li>• supporting detail is expected, generally in the form of short quotations, references to the text</li> <li>• appropriate paragraph writing</li> </ul>	<ul style="list-style-type: none"> <li>• compound sentences: infinite forms, apposition, defining and non-defining relative clauses, conditional clauses etc.</li> <li>• structures establishing appropriate connections giving reasons such as <ul style="list-style-type: none"> <li>• <i>That is why</i></li> <li>• <i>For that reason</i></li> <li>• <i>Due to this</i></li> <li>• <i>As a result</i></li> <li>• <i>In conclusion</i></li> <li>• <i>According to</i></li> </ul> </li> <li>• neutral or formal register</li> <li>• It is conventional to use the present tense</li> </ul>	<p><b>Do not</b></p> <ul style="list-style-type: none"> <li>• copy from the text</li> <li>• comment on the text</li> <li>• enumerate ideas without good reason</li> <li>• retell/summarize the text</li> <li>• copy the wording of the task</li> <li>• use inappropriate colloquialism</li> </ul>

## Text type: COMPARE / CONTRAST

function: to compare and/or contrast two or more aspects, main ideas in a text/in different texts, different characters and their behaviour <u>Compare</u> : show similarities and differences; <u>Contrast</u> : emphasize the differences between two or more things		
STRUCTURE	LANGUAGE	TO BE AVOIDED
<p>The student is required to identify and choose the significant aspects which are to be compared or contrasted in accordance with the task</p> <ul style="list-style-type: none"> <li>• text begins with an appropriate <b>introduction</b>: <i>Compare</i>: characteristics of X/of Y <i>Contrast</i>: state differences</li> <li>• in the <b>main section</b> arguments are organised according to the requirements of the task <i>compare</i>: show how Y is similar to or different from X <i>contrast</i>: highlight and elaborate on the differences</li> <li>• supporting detail is expected, generally in the form of short quotations, references to the text</li> <li>• <b>conclusion</b> briefly summarizing the findings in accordance with the task</li> <li>• appropriate paragraph writing</li> </ul>	<ul style="list-style-type: none"> <li>• compound sentences: infinite forms, apposition, defining and non-defining relative clauses, conditional clauses etc.</li> <li>• comparatives, superlatives</li> <li>• structures establishing appropriate connections expressing similarities and/or differences <ul style="list-style-type: none"> <li>• <i>on the one hand/on the other hand</i></li> <li>• <i>in contrast with</i></li> <li>• <i>while</i></li> <li>• <i>However</i></li> <li>• <i>As a result</i></li> <li>• <i>In conclusion</i></li> <li>• <i>according to</i></li> <li>• <i>similarly</i></li> <li>• <i>both ... and ...</i></li> <li>• <i>like</i></li> <li>• <i>the same as</i></li> </ul> </li> <li>• neutral or formal register</li> <li>• It is conventional to use the present tense</li> </ul>	<p><b>Do not</b></p> <ul style="list-style-type: none"> <li>• copy from the text</li> <li>• explicitly comment on the text</li> <li>• simply enumerate ideas so that similarities or differences are not apparent</li> <li>• retell/summarize the text</li> <li>• copy the wording of the task</li> <li>• use inappropriate colloquialism</li> </ul>

## Expressing opinion: COMMENT, DISCUSS, JUSTIFY, ASSESS / EVALUATE (AFB III)

function: to present one's point of view clearly and convincingly or weigh up reasons		
STRUCTURE	LANGUAGE	TO BE AVOIDED
<p>A clear structure comprising:</p> <p><b>introduction</b></p> <ul style="list-style-type: none"> <li>• <i>neutral approach</i>: a concise reference to the task/problem/thesis ... in question</li> <li>• <i>personal approach</i>: a concise statement of the student's opinion</li> </ul> <p><b>main part:</b></p> <p>logical progression of thought (arguments, ideas must be expressed clearly, must be complete and convincing)</p> <p>ideas must be illustrated by arguments, examples, ... ; these might be factual, logical, statistical or anecdotal</p> <p>quotation and paraphrase where appropriate</p> <p>appropriate paragraphs</p> <p><b>conclusion:</b></p> <p>summarising student's position in the light of the ideas in the main part</p>	<p>a <b>personal approach</b>:</p> <p>I would say ...</p> <p>It seems to me ...</p> <p>a <b>neutral approach</b>:</p> <p>One might say ...</p> <p>People believe that</p> <p>It is generally believed that ...</p> <p>It is clear that ...</p> <ul style="list-style-type: none"> <li>• compound sentences: infinite forms, apposition, defining and non-defining relative clauses, conditional clauses etc.</li> <li>• clear and logical transitions between the different parts:</li> <li>• <b>connectors</b> linking the individual ideas and linking these to the initial thesis so that the line of thought/argument is evident <ul style="list-style-type: none"> <li>• <i>First of all/ secondly,...</i></li> <li>• <i>In addition ...</i></li> <li>• <i>..., which means that</i></li> <li>• <i>..., which is also/not the case in ...</i></li> <li>• <i>As a result</i></li> <li>• <i>An important/crucial point to consider is ...</i></li> <li>• <i>There is an example of ... in lines .../the second paragraph</i></li> <li>• <i>The major question to be considered ...</i></li> <li>• <i>As can be seen in line/paragraph ...</i></li> </ul> </li> <li>• <b>connectors expressing time or conditions</b> <ul style="list-style-type: none"> <li>• <i>At that time ...</i></li> <li>• <i>People used to do ...</i></li> <li>• <i>Later, however, ...</i></li> </ul> </li> <li>• <b>connectors expressing comparison/contrast</b> <ul style="list-style-type: none"> <li>• <i>On the one hand/on the other hand</i></li> <li>• <i>Compared to/with</i></li> <li>• <i>In contrast to ...</i></li> </ul> </li> </ul> <p><b>Register:</b> neutral or formal</p>	<p><b>Do not</b></p> <ul style="list-style-type: none"> <li>• retell the ideas in the text</li> <li>• use lengthy or unnecessary quotes or paraphrase from the input text</li> <li>• add new ideas in the conclusion</li> </ul>