

Ebook Code REAU1110



For 10+ years



Text Types Book 3

Informative Texts

Recognising and creating procedures, explanations, recounts and descriptions.

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SAMPLE



June Keir



Contents

Teachers' Notes

Text Types: Table 1 & 2	4
Text Types: Table 3	5
Text Types: Table 4	6
Teaching Writing	7-8
Teaching Information Texts	9-10
Outcome Links	11

Procedure

Procedure	12
Purpose of Procedures	13
Audience	14
Writing a Procedure	15
Writing Board Game Instructions	16
My Procedure Template	17
Conduct a Survey	18
Trying Out Procedures	19
How to Make a Wind Vane	20
Following Procedures	21
Procedures for Different Tasks	22

Explanation

Explanation	23
Writing an Explanation	24
Purpose of Explanations	25
Explanations in Science	26
Tense and Technical Terms	27
How a Lever Works	28
Why Butterflies' wings are coloured	29
Explanation of How Something Works	30
Explanation of Why Something Occurs	31
Explanations in Other Places	32

Recount

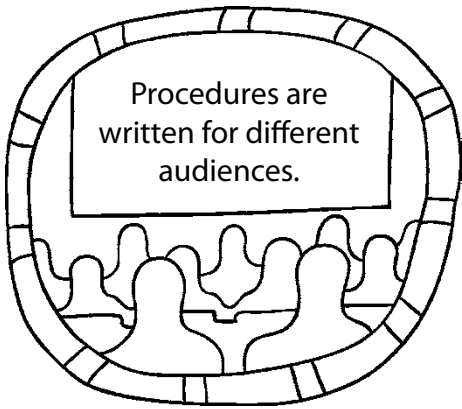
Recount	33
Writing a Recount	34
Purpose of Recounts	35
Order of Recounts	36
Time Connectives	37
Evaluative Remarks	38
Personal, Factual and Imaginative Recounts	39
Landing in Hanoi	40
My Recount	41
Independent Writing	42

Report

Report	43
Purpose of Reports	44
Clustering Information	45
Diagrams	46
Writing A Report	47
Another Useful Report Writing Outline	48
Writing From a Plan	49
Different Topics	50

Description

Description	51
Purpose of Descriptions	52
My Dog, Bones	53
Being Particular	54
Describing People	55
Descriptions in Different Places	56
Understanding and Comparing Information Texts	57
Answers	58



When writing a procedure the writer needs to think about his or her audience and consider the following:

- The most likely age of his/her audience.
- Whether his/her audience is likely to have had any previous experience of this procedure.
- Whether his/her audience will need special instructions about the equipment needed or about the steps to be undertaken.

1. If you had to write a procedural text to show a kindergarten child how to play a game, how would you make the procedure easy for the young child to understand?

2. What are the main differences between writing a procedure for a young child and writing a procedure for an adult?

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Think about this:



You have to write a procedural text which shows the reader how to make a cheese sandwich. Your audience is a person who has lived in the jungle and has never even seen a sandwich, let alone eaten one.

* **What would you need to do to make sure this person could follow your procedure?**

Example of a Procedure

Specific goal:

To make a wind vane.

Audience:

Children

Equipment list:

- a rectangular piece of cardboard measuring 20cm x 6cm
- a pair of scissors
- a pencil
- a coin or washer
- sticky tape or craft glue
- a piece of string at least 50cm long
- 1 pin

Steps:

1. Mark a point 3cm across the short end of the cardboard.
2. Mark a line from this dot 4cm down each side of your cardboard.
3. Cut along these lines to make a pointed end.
4. Attach the washer or coin to one side of the pointed end of your cardboard.
5. Use the pin to make a hole in your cardboard so that it balances.
6. Tie the string through this hole.
7. Tie your wind vane to a tree branch.
8. Watch to see which way the wind blows your wind vane.



Remember

Special features of a procedure.

Purpose:

Tells the reader how to do or make something.

- Gives short, clear instructions.
- May include a short description of the finished product.
- May include diagrams or pictures.

Word focus:

- Action verbs
- Sequence words
- Time adverbs
- Technical words
- Commands

Tense:

Present

Point of view:

Usually second (you)



Explanations can explain how mechanical things work.

Let's look at an explanation of how a lever works.

Statement of phenomena:

How levers help us lift heavy loads.

Explanation sequence:

A lever is a bar that rests on a turning point. The turning point is called a fulcrum. The load is what has to be lifted. Effort is the amount of force that has to be used to lift the load.

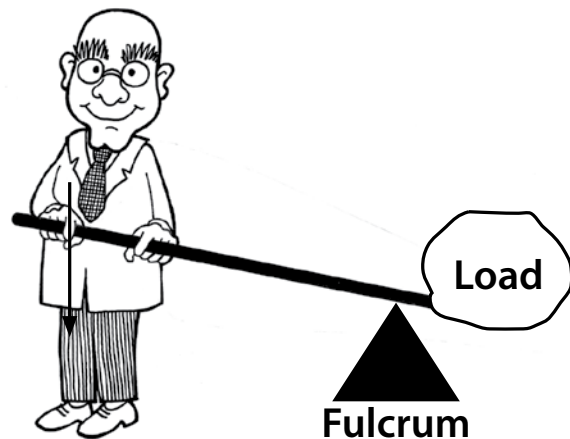
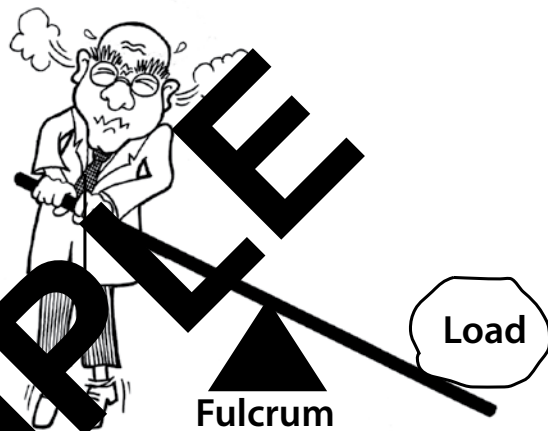
The bar is placed across the fulcrum and the load is placed on the end of the bar. When a person pushes on the opposite end of the bar, the bar pivots on the fulcrum making it easier to lift the load.

When the fulcrum is placed closer to the load, less effort is needed and the load is easier to lift.

A lever is a simple type of machine. Scissors, tongs, crowbars, saws and pliers all have levers.

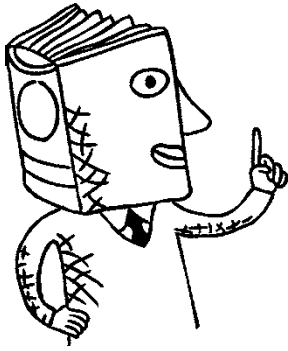
Concluding statement:

Lever help us lift heavy loads by using a fulcrum to lessen the force needed to move the load.



* Circle some technical words in the above explanation.

* Underline two sentences in the present tense.



Recounts tell the reader what happened.

There are many occasions when one person wants to tell another what happened.

Some of these occasions include:

- giving a news report at school
- telling or writing an account of a family holiday or school excursion
- writing letters
- journals
- diaries
- autobiographies

* List three more occasions when telling or writing a recount might happen.

Empty rounded rectangular box for writing an occasion.

Empty rounded rectangular box for writing an occasion.

Empty rounded rectangular box for writing an occasion.

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* Reports are organised in a specific way. Look at the example on Page 34 and then think about a holiday or excursion that you've been on. Write a letter about this experience as if you are writing it to a friend. Remember to include the specific features of a recount in your writing.



Dear _____

