

Some Types of Nonfiction Text

	Features	Students should be learning to:
Letters	<ul style="list-style-type: none"> formal and informal written communication of ideas to another person or organization 	<ul style="list-style-type: none"> distinguish between personal and business letters; understand the conventions of letter writing.
Diaries	<ul style="list-style-type: none"> records of appointments and things to do recounts of events and/or thoughts and ideas, usually sequential and nearly always private and personal <p>(Sometimes diaries of famous people become available for study.)</p>	<ul style="list-style-type: none"> discuss the style and type of writing used in diaries; appreciate the voice and tone of the writing, and explain why they are used.
Advertising and Propaganda	<ul style="list-style-type: none"> persuasive announcements in the media or in public places propaganda is usually issued by organized groups in a systematic way 	<ul style="list-style-type: none"> note the different language features used to persuade the reader, for example, vocabulary, register, metaphor; note other features, such as repetition, music, pace, graphics, fonts, color; see the values and concerns behind the text and be able to detect bias; distinguish fact from hype.
Descriptions	<ul style="list-style-type: none"> give details of things, events, people, and situations may be specific (for example, a report of a particular road accident), or general (for example, a pamphlet on road accidents) 	<ul style="list-style-type: none"> confirm accuracy; distinguish between general and specific description; classify and organize the ideas into hierarchies; summarize the ideas in their own words; understand graphic presentations and symbols, for example, maps and plans.
Explanations	<ul style="list-style-type: none"> how things work and behave may include details or why things behave as they do 	<ul style="list-style-type: none"> retell the explanation in their own words; summarize the content in their own words; recognize false steps and omissions; understand graphics
Instructions	<ul style="list-style-type: none"> a sequence of directions, for example, on how to work a device or cook a meal may be ordered by time (first, next, later) or logic (so that, as a result, in order to) 	<ul style="list-style-type: none"> understand and follow logical sequences, including sequences of instructions often found on labels; understand the conventions in instructions, for example, headings, numbered steps, diagrams, parts named.
Tables	<ul style="list-style-type: none"> matrices in which information is presented horizontally and vertically (Includes train and bus timetables, road distance schedules, graphs, score cards, order forms, and so on.) 	<ul style="list-style-type: none"> be clear about what information is needed; cross-reference and narrow down the possibilities in the table quickly to comprehend and act on the information.

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Forms	<ul style="list-style-type: none"> documents with blank spaces for information to be inserted (include bank account application forms, dog licenses, competition and library forms, permission slips, and so on) 	<ul style="list-style-type: none"> ➤ handle complex sentences, unfamiliar vocabulary, and complex layout.
Arguments	<ul style="list-style-type: none"> supporting ideas presented in a sequence to justify a particular stand of viewpoint that a writer is taking 	<ul style="list-style-type: none"> ➤ summarize the argument in their own words; ➤ identify the sequence of ideas; ➤ recognize bias and emotive language; ➤ distinguish fact from opinion; ➤ check the accuracy of the text; ➤ understand graphics and symbols used.
Reports	<ul style="list-style-type: none"> a means of describing and classifying information can be straightforward recounts of events but may be more than this; some may state a problem and suggest a solution; some may argue a case for or against an option and make recommendations 	<ul style="list-style-type: none"> ➤ see how the content of the report is divided into parts, for example <ul style="list-style-type: none"> ▪ opening statement/problem/need, ▪ cause and effect/consequences, ▪ comparison/contrast, ▪ solution; ➤ recognize bias and emotive language ➤ distinguish fact from opinion ➤ check the accuracy of the text ➤ understand graphics, symbols, and other devices used in the text ➤ evaluate the effectiveness of the proposed recommendations or solutions
Notices and signs	<ul style="list-style-type: none"> information, instructions, directions, and warnings, usually short and presented in such a way as to attract attention often employ non-verbal features 	<ul style="list-style-type: none"> ➤ understand the messages in signs and notices (both informative and persuasive); ➤ evaluate the effectiveness of the message, and ➤ explain how meaning is created; ➤ note abbreviations used, visual or graphic features, and condensed style; ➤ make connections between verbal and visual sign.
Catalogs and directories	<ul style="list-style-type: none"> books or lists of names, items, products, and so on, usually presented alphabetically under headings may be presented in paper form, on microfiche, or be computerized onto databases often use specialized symbols and abbreviations 	<ul style="list-style-type: none"> ➤ use alphabetical and numerical ordering with ease; ➤ use telephone and street directories, atlases, content pages, indexes, and databases; ➤ become familiar with classification systems, for example, the Dewey system, or using keywords.