



Bushy Hill  
Junior School

*"Working Together, Learning Together, Growing Together"*

# *Features of Writing*

A tool for use in school and at home to  
ensure that pupils have access to a  
range of writing genres

## Features of a Traditional Tale

"Once upon a time" and "They all lived happily ever after"

Good/bad characters, heroes, heroines/villains

Good overcomes evil

Monsters, animals, witches, etc

Moral to the story



Set in past: cottages, castles, forests, foreign lands, sea

Beginning - all going well, middle - something bad happens, ending - problem solved. Problem/resolution structure.

Romantic theme

Characters portrayed through physical description and their speech

Simple language arranged in paragraphs

Enjoy your writing!

# Features of an Explanatory Text

Clear presentation of facts and information

Technical/subject specific vocabulary

Logical steps

Text boxes or star bursts

Diagrams/pictures/photos with captions

Bold titles and sub-headings

Questions to make you think

Brackets

Present tense

Connectives

Glossary for technical words

Chronological order - number or bullet points

"Did you know?" box



Enjoy your writing!

# Features of a Play Script

Set the scene at the beginning

Names on left of page

Colon after the name

New line for each new speaker

No speech marks

Stage directions in brackets - use adverbs

Tell the story through the characters' speech

Dramatic and exciting



Enjoy your writing!

# Features of Descriptive Writing

Powerful verbs

Adjectives

Adverbs

Alliteration

Similes

Metaphors

Sentence order changed

Long/short sentences

Use of a range of senses to describe



Enjoy your writing!

# Features of an Argument

Introduce issue and your point of view in first paragraph

3 main points with examples in next 3 paragraphs

Mention the other point of view and argue against it

Impersonal language, passive voice

Connectives

Be persuasive - use strong, formal language

Rhetorical questions

Present tense

Final paragraph with main points repeated and arguments summarised



Enjoy your writing!

# Features of an Advert

Clear bold writing

Catchy slogan

Interesting layout

Powerful adjectives and adverbs

Clear language

Exaggerate claims for the product

Make readers believe they couldn't live without the product!

Persuasive

Exclamation marks

Could include a rhetorical question



Enjoy your writing!

# Features of an Informal Letter

Chatty, friendly style

Your address in top right-hand corner

Date underneath address

Do not write their address

Begin with *Dear/Hi/Hello*

Ask questions, eg *How are you feeling after your nasty fall? Are you and your family well?*

Write about your news/personal information

End with a friendly statement, eg *I'm really looking forward to seeing you next weekend.*

End with *Lots of love, Bye for now, etc*

Exclamation marks, brackets, question marks PS maybe



Enjoy your writing!



# Features of a Formal Letter

Formal language

Your address in top right-hand corner

Date underneath address

Write their address on left

Begin with *Dear Sir or Madam* and end with *Yours faithfully* if you don't know their name

End with *Yours sincerely* if you do know their name

Use Re: \_\_\_\_\_ with your reason for writing on the next line after Dear ...

Make the purpose of your letter very clear in the first paragraph

Connectives

Be persuasive - strong language



# Features of an Account

Only include important facts

Write clearly and concisely including lots of detailed information

Chronological order

Past tense

If you were there, use first person - I

Connectives, eg firstly, next, after, finally

Make it interesting



Enjoy your writing!

# Features of a Diary

Start with the date and year

Opening, eg Dear Diary

First person - I

Give details of the day's events

Write in the order that events happened

Describe your feelings

Past tense

End with a thought or wish for tomorrow

Abbreviations/personal thoughts



Enjoy your writing!

# Features of a Story

Plan carefully and write in the past tense

Interesting beginning to draw in the reader and an ending that ties up all the loose ends

Action/problem in the middle

2 or 3 characters that you describe well

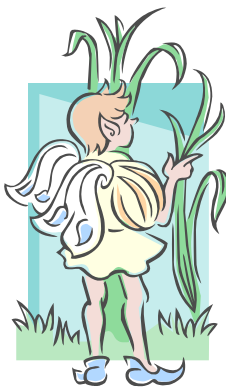
Include a short conversation

Connectives, *eg meanwhile*

Descriptive language, *eg* powerful verbs, adverbs, adjectives, similes, alliteration and metaphors

Use a range of complex and short sentences

Build up of suspense



# Features of a Newspaper Report

Bold headline

Arranged in columns

Sub-headings

Introductory paragraph which outlines the whole report

Dates which tell us when the incident happened

Past tense

Quotes from witnesses

Formal language

Chronological order

Photograph and caption

Summary of whole report and what will happen now

Reporter

Event described in detail



Enjoy your writing!

## Features of a Recount (Retelling Events)

Past tense

Use of 'I'

Adverbs and adverbial phrases

Connectives of time, eg first, next

Chronological order of events as they happened

Personal viewpoint and appropriate punctuation

Paragraphs to separate events, eg morning, lunchtime, etc

Conjunctions to expand ideas, eg 'ran across field so that we were in the right place for the race'

Specific names, places, etc

Opening and closing statement to introduce subject of recount and conclude with a final thought, including personal viewpoint

Scene setting - place visited



# Features of a Discussion/Balanced Argument

Opening statement/introduction of subject

Statement to establish opposing views on the subject

Arguments for

Arguments against

Facts to back up arguments for and against

Summary of arguments - balanced view

Primarily in present tense

Connectives, eg 'on the other hand', 'nevertheless'

Conclusion - possibly expressing writer's own viewpoint



Enjoy your writing!

# Features of an Invitation

Letter layout

Event

Time

Place

Dress code (dependent upon subject)

Use of 'I'/'We'

Style

Opening - Dear/To

Closing statement - Love from/Hope you can come



*You're Invited*

For \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

Given By \_\_\_\_\_

RSVP \_\_\_\_\_

The invitation card features a vertical decorative border on the left side with a repeating pattern of playing card suits: a red heart, a black spade, a red diamond, and a black club. The text is written in a red, cursive font, and the fields for details are indicated by horizontal lines.

Enjoy your writing!



# Features of an Information Leaflet/Brochure

Bold heading

Clear sections/paragraphs

Sub-headings

Attractive cover/bold heading

Information/facts

Text boxes/starbursts

Did You Know?/amazing fact/special features

Present tense

Brackets



Enjoy your writing!

# Features of Instructions

Imperative tense - give orders!

Number or bullet point for each instruction

Clear and easy to understand

Chronological order

Simple labelled diagram

List of what they will need

Connectives, eg firstly, next, after, finally


Never use "you"

Exclamation marks, brackets, question marks

Enjoy being bossy!

**Starting to write instructions**  
**How to make a jam sandwich**  
What you need:

- 2 slices of bread
- A knife
- Butter
- Jam

An illustration of a simple sandwich made with two slices of yellow bread, butter, and jam. The sandwich is shown from a slightly elevated perspective, showing the layers of bread, butter, and jam.

Enjoy your writing!

## Features of all Genres

Plan carefully

Use adventurous vocabulary

Join your handwriting

Organise your writing in paragraphs

Include connectives/conjunctions

Choose words for their effect

Use correct English

Use capital letters and full stops

Include complex punctuation - commas, semi-colons,  
colons

Vary the structure and length of your sentences

Use subordinate clauses

Express your ideas fluently

Be aware of your audience

Develop your own style

Edit your work carefully

Enjoy your writing

