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

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

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