

Words to indicate order:  
first, primarily, initially,  
next, furthermore, as  
well as.

**Chronological order**

**Recounting or instructing**

**Short clear sentences.**

**Consists of action  
statements**

**Recount in past tense  
Instruct in present tense**

Use of subject specific  
vocabulary, developing  
subject specific  
language.

Use of clear topic  
sentences

Words to show cause and  
effect:  
because, so, as a result,  
consequently, therefore

Structure:  
- Introduction  
- Logical steps in correct  
order.

## Explain or show understanding

Words to indicate  
order:  
first, primarily, initially,  
next, furthermore, as  
well as.

Writing to explain ideas  
and processes.  
Unbiased.

Use present tense  
Use third person – he,  
she, they.

Consider audience and  
purpose -  
vocabulary, language  
structure, layout

Statement of intent

Past or present tense  
Third person

Analysis : Impersonal,  
detached, balanced,  
fair

Comparison words :  
Nevertheless, therefore,  
in contrast to, an  
alternative...

Analyse or discuss

Organised by theme or  
topic

Subject specific vocabulary,  
developing subject specific  
language.

Evidence to support ideas

Consider audience and  
purpose - vocabulary,  
language, structure, layout.

Analytical, detailed,  
impersonal

Show balance in  
evaluation.

Describe process and:  
judge, persuade,  
recommend, convince.

Evaluate

Use subject specific  
vocabulary, developing  
subject specific  
language.

Consider strengths and  
weaknesses and next  
steps.

Considers other points  
of view

Expresses a clear point of  
view – implicit or explicit.