

Features of Non-Fiction Text Types

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| <p>Broadsheet News Article</p> <ul style="list-style-type: none"> • Written in third person • Headline • Subheading • Picture and caption • Who, what, when, where, why in first three paragraphs • Quotations included • Sizeable paragraphs • Formal language | <p>Tabloid News Article</p> <ul style="list-style-type: none"> • Written in third person • Catchy headline • Subheading • Picture and caption • Who, what, when, where, why in first three paragraphs • Quotations included • Short paragraphs • Formal language but some slang and puns used | <p>Formal Letter</p> <ul style="list-style-type: none"> • Written in first person • Your address top right • Their name, job title and address top left • Date top right • Begins "Dear...," • Ends "Yours sincerely," or "Yours faithfully," • Formal language • Sizeable paragraphs |
| <p>Magazine Article</p> <ul style="list-style-type: none"> • Written in first or third person • Headline • Subheadings (often throughout) • Language and style tailored to audience • Picture and caption • Inset boxes used | <p>Opinion Column</p> <ul style="list-style-type: none"> • Written in first person • Headline • Subheading • Personal anecdotes included • Rhetorical language included • Sizeable paragraphs • Formal but personal language | <p>Diary Entry/Blog</p> <ul style="list-style-type: none"> • Written in first person • Date • Sometimes prefaced "Dear Diary" • Personal anecdotes included • Language reflects writer - usually informal • Sizeable paragraphs |
| <p>Autobiography</p> <ul style="list-style-type: none"> • Written in first person • Often an extract from a larger work • Use of anecdote • Uses past tense • Personal style • Informal language | <p>Review</p> <ul style="list-style-type: none"> • Written in first person • Title • Details of what is being reviewed, including names of actors/authors etc. • Opinion explained in detail • Star rating given | <p>Report</p> <ul style="list-style-type: none"> • Written in third person • Title • Subheadings throughout • Formal language • Facts, figures and statistics used • Clear, factual conclusion |
| <p>Speech</p> <ul style="list-style-type: none"> • Written in first person • Begins with formal greeting • Sizeable paragraphs • Rhetorical devices • Language adapted to audience • Memorable sign-off | <p>Leaflet</p> <ul style="list-style-type: none"> • Written in third person • Title • Subheadings throughout • Inset boxes • Images and captions • Often includes a "call to action" | <p>Informal Letter/Email</p> <ul style="list-style-type: none"> • Written in first person • Begins with informal greeting • Ends with informal sign-off • Informal language, adapted to audience • Paragraphs lengths vary |