TEXT TYPES

WRITING III

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SHORT FUNCTIONAL TEXTS

- brochures
- leaflets
- advertisements
- announcements
- notices
- cards

etc.

INTERPERSONAL & TRANSACTIONAL USES

INTERPERSONAL

a. introducing oneself

b. talking about self, family, friends, interests, past events, feelings, and understanding when others talk about themselves

c. exchanging ideas and giving opinions on topics of interest

d. taking part in conversations and discussions

TRANSACTIONAL

a. making enquiries

b. ordering goods and services

RECOUNT

General Features of Recount

Social Purpose

To tell what happened.

Factual recount: to document a series of events and evaluate their significance in some way.

Literary or story recount: to tell a sequence of events so that it entertains (expressions of attitude and feeling, usually made by the narrator about the events).

NARRATIVE

General Features of Narrative

Social Purpose

To construct a pattern of events with a problematic and/or unexpected outcome that entertains and instructs the reader or listener.

Narratives incorporate patterns of behaviour that are generally highly valued.

PROCEDURE

General Features of Procedure

Social Purpose

To tell how to do something, including instructions for how to carry out a task or play a game, directions for getting to a place, and rules of behaviour.

REPORT

General Features of Information Report

Social Purpose

To present information about something. They generally describe an entire class of things, whether natural or made.

DESCRIPTION

General Features of Description

Social Purpose

To focus one's attention on the characteristic features of a particular thing (as opposed to information reports, which deal with a general class of things).

The subject might be a person, a place, or a thing. It might be impressionistic/imaginative. or an objective description.

NEWS ITEM

General Features of News Item

Social Purpose

To inform readers or listeners about events of the day which are considered newsworthy or important