

# WRITINGS:

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## Report

*Write a report*

*To describe or classify our living and non-living environment, (natural/ social/synthetic).*

*A Report commences with a general statement of classification, a definition of what type of report this is. Then there is a sequence of facts, arranged by topic paragraphs or subheadings. Labelled illustrations, diagrams, graphs, tables may accompany and support the written text.*

**Title**

**Classification**

**Description**

**Conclusion**

1

# Writings



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## Procedure

*Write a procedure*

*The purpose of a procedure is to provide instructions about how to achieve a goal by following a series of steps.*

*Examples of procedures include:*

- *recipes*
- *instruction manuals.*

**Title**

**Materials**

**Sequence  
of steps**

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## Narrative

*Write a narrative*

*The purpose of a narrative is to tell a story which entertains the reader or listener.*

*Examples of narratives include:*

- *picture books*
- *traditional tales*
- *novels.*

**Title**

**Orientation**

**Complication**

**Resolution**

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## Recount

*Write a recount*

*The purpose of a factual recount is to retell events in the order in which they happened.*

*Examples of factual recounts include:*

- *journals*
- *historical texts.*

**Title**

**Orientation**

**Events in order**

**Conclusion**

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## Persuasive Text

*Write a persuasive text*

*The purpose of a persuasive text is to convince the reader or listener to agree with a particular viewpoint.*

*Examples of persuasive texts include:*

- *advertisements*
- *debates*

Title

Opening  
Statement

Arguments

Concluding  
Statement

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## Explanation Text

*Write a explanation text*

*The purpose of an explanation is to describe how or why things happen, how things work or how certain tasks are done.*

*Examples of explanations include:*

- *flow charts*
- *reasons for natural phenomena*

**Title**

**Introduction**

**Description**

**Conclusion**

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## List

*Write a list*

*List:*

*A list is a number of connected items, pictures or names written or printed consecutively, typically one below the other.*

*Examples of lists include:*

- *Shopping list*
- *Play list*
- *Things to do*
- *Class list*

| Title  |
|--------|
| Item 1 |
| Item 2 |
| Item 3 |
| Item 4 |

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## Journal

*Create a journal*

*A record of information, news and events. To inform, report, and make available ideas, original research and new findings. Often devoted to a single concept or the development of an idea.*

*Examples of a journal include:*

- *Diary*
- *Newspaper*
- *Visual diary*

**Title**

**Entries**

**Entries**

**Entries**

**Entries**

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## Survey

Create a survey

*To query someone in order to collect data for the analysis of an idea, group or area.*

*Examples of Surveys include:*

- *census*
- *class surveys*
- *phone poll*
- *a Kahoot quiz*

**Title**

**Questions**

**Responses**

**Analyses**

**Conclusion**

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