

Language B SL Text Types Cheat Sheet

BLOG* / DIARY ENTRY

- * Have an eye-catching headline*
- * Make your opinion known
- * Write how you speak, not so formal
- * Lists are okay
- * Remember to write for your AUDIENCE, do not repeat unnecessarily *
- * You can mention the reader*
- * Include a URL.*
- * A "comments" section is ok as well. Even add comments. The more it looks like a blog, the better.*

SPEECH TALK / DEBATE

- * Formal to Semi-formal, not informal
- * Can ask rhetorical questions
- * a LITTLE repetition is okay
- * Catch attention and captivate and tell purpose @ start
- * Can be entertaining or persuasive
- * Introduction, body, conclusion
- * Make clear that you are speaking to an audience
- * Cohesive devices + metaphors welcome, contrast, parallel structures

OFFICIAL REPORT

- * Formal register
- * Addressed to specific person/group
- * Clear structure (outline, numbers, subheadings)
- * Avoid personal pronouns like "I" and "we"
- * Clear and precise language, not a lot of filler words that aren't needed
- * Give information

REVIEW

- * Can be formal, semi or informal
- * Title
- * Organized well, either in clearly themed paragraphs or with subheadings if necessary
- * Consider what is being reviewed, who is the audience?
- * Include various aspects of the work being reviewed, but do not get carried away. Focus on the most developed.
- * What's good, what's bad, why?

INSTRUCTIONS / GUIDELINES

- * Semi-formal
- * Think logically, start small or basic, what's the minimum amt. of info the audience needs? Beef it up with important details. Make it easy to understand.
- * Explain why to do something if needed.
- * Heading and title are important
- * Clear organizational structure (numbers or bullet points, steps, etc.)
- * Commands, "should"
- * Paper can look like a list.

FORMAL LETTER

- * Should sound formal and fancy
- * Include date, address, greeting, closing.
- * Express your ideas with clear language and without getting lost in too much information
- * Clever phrases are welcome, but don't get too funny (who is the audience?)

E-MAIL

- * Can be semi-formal or informal
- * Be fun to read or at least interesting
- * Written to a specific person or group
- * Greeting, Closing
- * Can look like e-mail with a subject, sender and general interface
- * A body paragraph with main ideas, separate paragraphs as needed
- * Small talk is acceptable

INTERVIEW

- * Can have different registers depending on the topic of the interview, person, and audience
- * Well-formed questions, not all
- * Thought-out and developed answers
- * Different question modality "Should, are, isn't it, How is..."
- * A good transition between topics
- * A closing to audience
- * Could be a transcript or article depending on prompt.

BROCHURE / LEAFLET

- * Write for audience, Formal or informal?
- * Headings
- * Commands or advice
- * Rhetorical questions
- * Bullet points okay
- * Borders, boxes, use of space are okay
- * "Contact us" information is okay
- * Clearly stated purpose
- * Should read easy, with a good intro and possibly end with a call to action

ARTICLE

- * semi-formal to formal
- * Include author's name
- * A good title
- * Good intro and conclusion
- * Magazine style: quotes, opinions, short stories ok
- * Can be funny, who is audience?
- * Give background information if the readers might need it.

NEWS REPORT

- * Formal
- * Mostly information, not a lot of filler
- * Give details in order
- * Talk in past tense, unless it's happening NOW
- * Headline/ byline
- * Who, what, when, where, why, how