

INFORMATIVE WRITING



READING COMPREHENSION, FUNCTIONAL WRITING

QUESTIONS ON STYLE

- ❖ You are generally being asked to comment on **how** the writer presents the material and **what effect** this has on you as a reader.
- ❖ It is important to remember to comment on the **effectiveness** of various writing styles.
- ❖ To do this, you must use a verb to explain what each feature of style does: 'The writer's use of rhetorical questions **engages** the reader and **provokes thought** on the topic...'

HINT



WATCH OUT FOR THE WORD
'HOW'. IT CAN OFTEN BE A
CLUE THAT THE QUESTION IS
ABOUT STYLE.



WRITING TO INFORM - KEY FEATURES

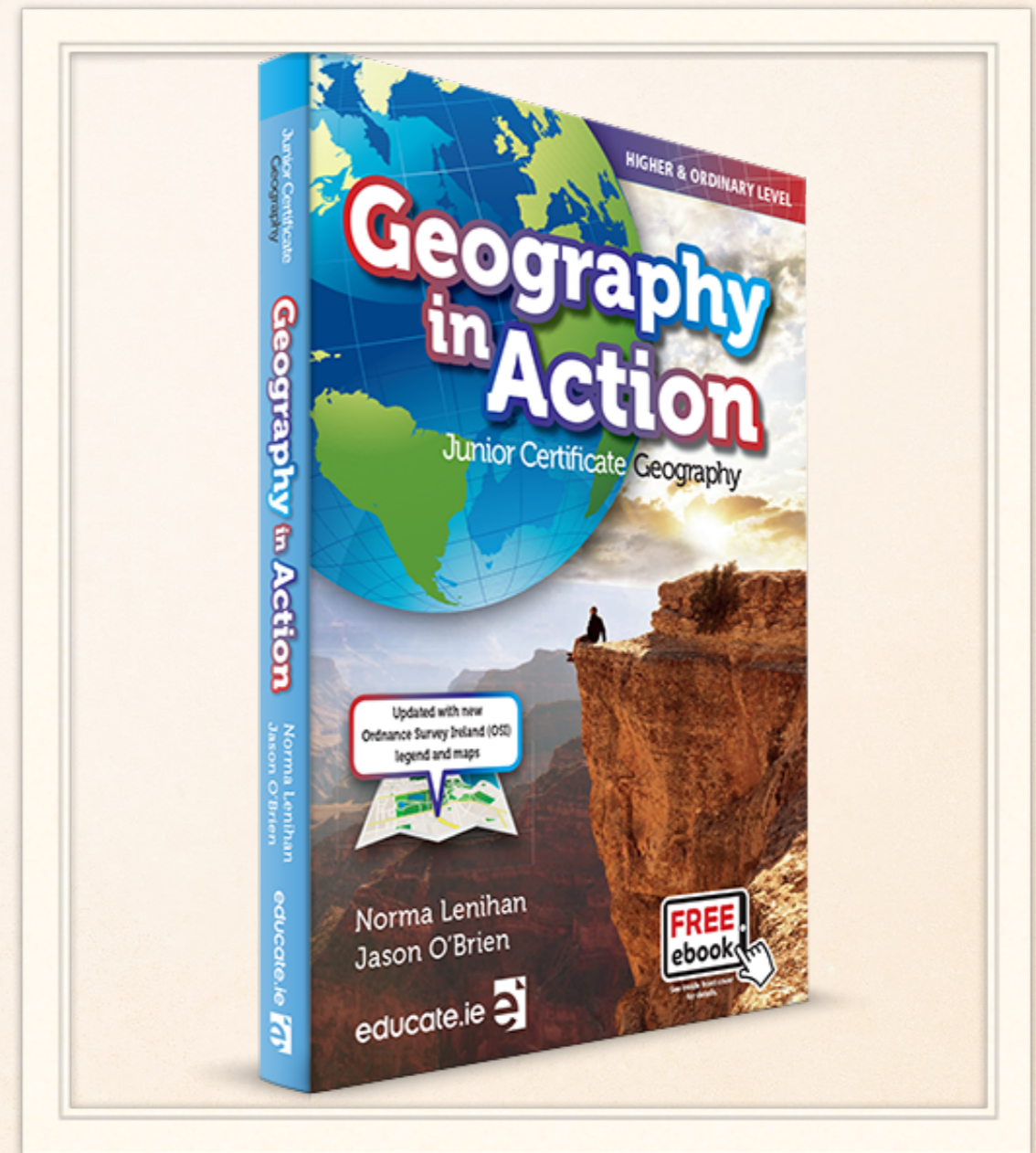
- ❖ Information given in a clear, straightforward way
- ❖ Writing is objective: we do not know the writer's own opinion on the topic
- ❖ Facts and figures are given



- ❖ The word 'I' is rarely used.
- ❖ Adjectives and adverbs are used sparingly as they can make the writing subjective.

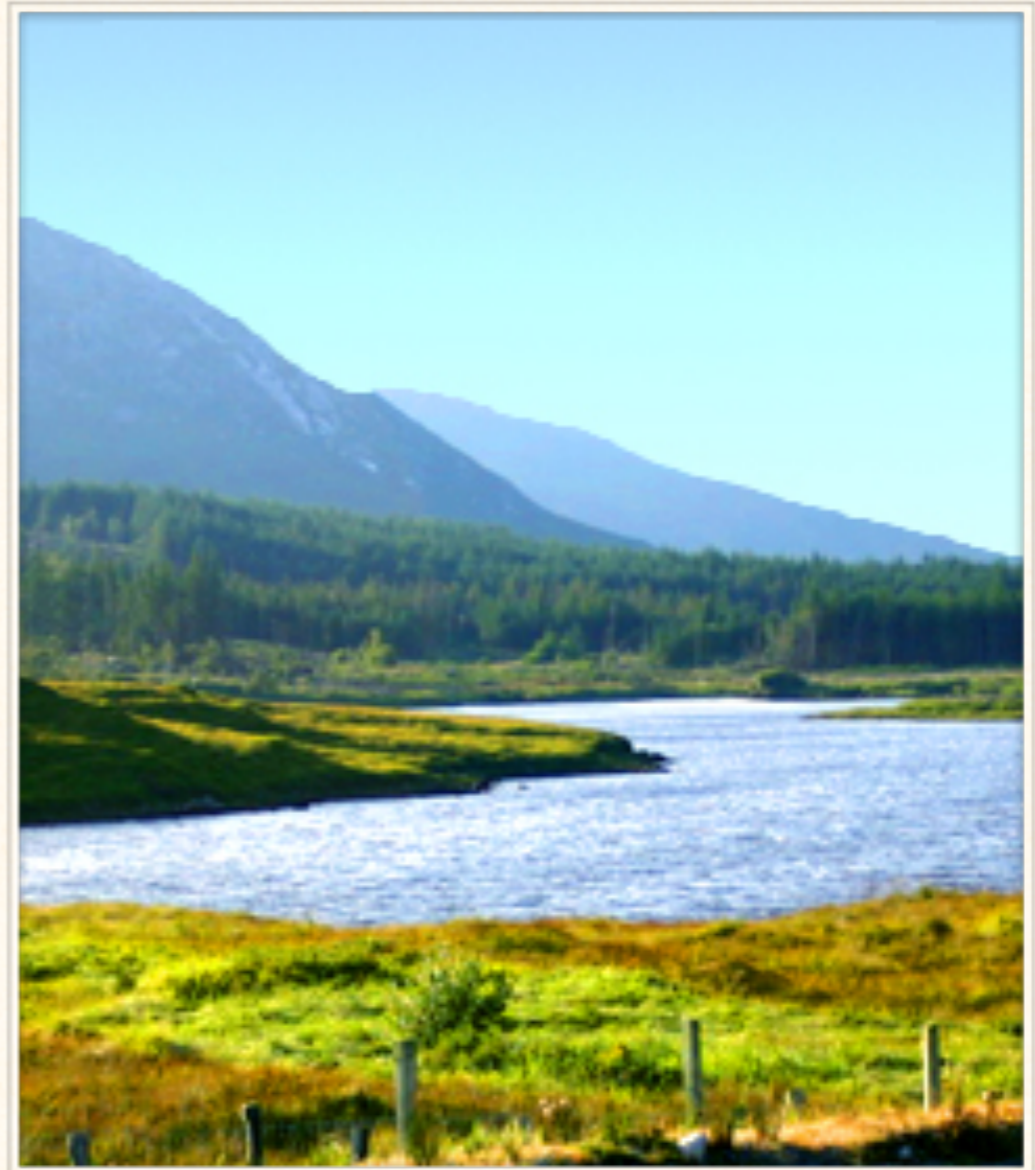
WHERE MIGHT YOU FIND EXAMPLES?

- ❖ Look at your Geography textbook, for example. there is a lot of information there, but you know nothing about the person who wrote the book.
- ❖ Instruction manuals
- ❖ Some news reports



COMPARE THESE EXAMPLES

- ❖ The Lee Valley stretches from the Derrynasaggart Mountains on the Cork / Kerry border to Cork Harbour. The two main rivers are the Lee and the Sullane. (*Informative and objective*)



The beautiful Lee Valley stretches from the unspoilt mountains on the Cork/ Kerry border to Cork Harbour. The whole area is rich in fascinating history and teeming with wonderful wildlife. It is one of my favourite places to visit.

(Descriptive and subjective)

HINT



IN YOUR FUNCTIONAL WRITING TASK AND YOUR PERSONAL WRITING ESSAY, BEAR IN MIND WHAT LANGUAGE STYLE YOU ARE GOING TO USE. FOR EXAMPLE, INSTRUCTIONS SHOULD BE WRITTEN IN THE LANGUAGE OF INFORMATION. THE EXAMINER WILL BE CHECKING!

