

Unit 1:

Introduction to non-fiction text types

This unit will help you to:

- understand the use of headings, subheadings and images in texts
- identify the purpose of texts, and the use of formal and informal language
- write a formal letter
- explore different text formats, such as reports, articles, emails and discussion forums.

Raising Skills
English Language
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Additional information about text types is given at the end of this unit, together with a list of the booster sessions available should you need extra support on any part of this unit.

Session 1

Task	Suggested time	Resources included	Additional resources
Open U1_02_PPT. 1. Slide 1 is just an illustration but it introduces a text with a variety of features that you will learn more about in this unit. Read slides 2–5. Then: <ul style="list-style-type: none">• Look at a variety of different types, such as newspapers, leaflets and official letters.• For two of the texts, make a list of:<ul style="list-style-type: none">• the organisational features in the text• the purpose, audience and language style of the text [is it formal or informal?].	15 minutes for ppt 15 minutes for texts	U1_02_PPT	Variety of texts: eg. newspapers, magazines, textbooks
2. Complete the tasks on U1_03_Worksheet 1. [Remember to rate your progress. If you feel you need further support, look below to see which booster task is most appropriate to your needs and complete that before moving on.] You do not need to do the 'aim to pass' task unless you feel you want the extra practice.	10 minutes on questions	U1_03_Worksheet 1	
3. Look at slide 6 of the ppt. If you have one, look at an official letter you have received and see whether you	10 minutes on questions	U1_02_Text types	An official letter

can identify the features on the letter in the ppt slide. Then complete the questions on U1_04_Worksheet 2 [but not the 'aim to pass' task], which will help you to identify the difference between formal and informal language. [If you feel you still need further support, use U1_04a_Booster 5 or U1_04b_Booster 6.]		U1_04_Worksheet 2	
4. Now use what you have learned about letters and language style to complete the following task: <ul style="list-style-type: none"> • Write a letter to your local council requesting more recycling facilities. Remember to consider the audience and purpose of the letter by thinking carefully about: <ul style="list-style-type: none"> ▪ your style of language [formal or informal] ▪ the organisational features you will need for a letter. 	20 minutes		
5. Now read the slide 7 of the ppt and complete the quiz on slide 8.	10 minutes	U1_02_PPT	
6. Assess your progress using 05_Quiz 1. Check your answers and then use the relevant booster worksheet for any areas for which you need further support.	10 minutes	U1_05_Quiz 1	
<p>Additional information about text types:</p> <ul style="list-style-type: none"> • <i>Emails</i> <ul style="list-style-type: none"> • Emails can have different purposes [to inform, to explain, to direct, etc], so bear in mind that the language they contain can be both formal and informal. • <i>Reports</i> <ul style="list-style-type: none"> • A report provides feedback about a specific issue or topic. • Report features can include: headings, subheadings, bullet points, numbered lists, tables, charts, images, different fonts. 			

- Reports can have a wide variety of purposes and audiences, for instance: a student progress report, a report about the condition of a building/place, a news report, a medical report, a report about an environmental issue.
- *Articles*
 - Articles generally present new information and differ from reports in that they can be more emotive or biased, as opposed to reports, which often provide feedback on information.
 - Articles are most often found in newspapers, magazines, newsletters and online.

<https://www.youtube.com/watch?v=93eA7cttZCM>: purpose, audience and form text types

Booster worksheets for U1_03_Worksheet 1:

U1_03a_Booster 1 – features of a text

U1_03b_Booster 2 – audience

U1_03c_Booster 3/03d_Booster 4 – purpose

Booster worksheets for U1_04_Worksheet 2:

U1_04a_Booster 5 – informal language and informal text types

U1_04b_Booster 6 – formal language and formal text types