

Type of text	
Advert	Magazine article
DVD player user guide	For sale notice
Formal letter	Tourist guide
Personal letter	A car manual
A novel	Newspapers
A poem	Flyers
A recipe	DIY instructions

Purpose or Definition	Features
Instructive texts	Repeated words
Persuasive texts	Avoid repetition
Informative texts	Contain facts
Descriptive texts	Give information clearly
Tells you how to do something	Adverbs
Picture what is being described	Imperative verbs
Wants you to do or think something	Direct language
Tell you something	Uses diagrams and pictures
Advise you about something	Numbered and bulleted points
Gives you one point of view	Text in capital letters

Purpose or Definition	Features
	Adjectives
	Emotional arguments
	Exclamation marks
	Rhetorical questions
	Comparisons
	Uses the five senses to describe something

Teaching notes

Use as a warm up or plenary.

Print, laminate and cut into individual cards. Different coloured card could be used for the text type cards.

Students match the definitions and features to the different types of text.

There will be overlap on some features so you might want to print more than one set of features/definitions.

Learners can work in groups or individually.

For more on the features of different tests please see Amanda's accompanying resource, Features of Texts, also available on skillsworkshop.org.

Functional Skills English mapping

Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards.

✓ indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher. **Reference:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2*.

<http://www.ofqual.gov.uk/>

Entry 3 Reading skill standard: Read and understand the purpose ✓ and content of straightforward texts that explain, inform and recount information

Coverage and range statements

- a) Understand the main points of texts
- b) Obtain specific information through detailed reading
- c) Use organisational features to locate information
- d) Read and understand texts in different formats using strategies and techniques appropriate to task

Level 1 Reading skill standard: Read and understand a range of straightforward texts

Coverage and range statements

- a) Identify the main points and ideas and how they are presented in a variety of texts ✓
- b) Read and understand texts in detail
- c) Utilise information contained in texts
- d) Identify suitable responses to texts

Level 2 Reading skill standard: Select, read, understand and compare texts and use them to gather information, ideas, arguments and opinions

Coverage and range statements

- a) Select and use different types of texts to obtain and utilise relevant information
- b) Read and summarise, succinctly, information/ideas from different sources
- c) Identify the purposes of texts and comment on how meaning is conveyed ✓
- d) Detect point of view, implicit meaning and/or bias
- e) Analyse texts in relation to audience needs and consider suitable responses