

Features of Non-Fiction Text Types

Broadsheet News Article

- Written in third person
- Headline
- Subheading
- Picture and caption
- Who, what, when, where, why in first three paragraphs
- Quotations included
- Sizeable paragraphs
- Formal language

Tabloid News Article

- Written in third person
- Catchy headline
- Subheading
- Picture and caption
- Who, what, when, where, why in first three paragraphs
- Quotations included
- Short paragraphs
- Formal language but some slang and puns used

Magazine Article

- Written in first or third person
- Headline
- Subheadings (often throughout)
- Language and style tailored to audience
- Picture and caption
- Inset boxes used

Formal Letter

- Written in first person
- Your address top right
- Their name, job title and address top left
- Date top right
- Begins "Dear...,"
- Ends "Yours sincerely," or "Yours faithfully,"
- Formal language
- Sizeable paragraphs

Opinion Column

- Written in first person
- Headline
- Subheading
- Personal anecdotes included
- Rhetorical language included
- Sizeable paragraphs
- Formal but personal language

Diary Entry / Blog

- Written in first person
- Date
- Sometimes prefaced "Dear Diary"
- Personal anecdotes included
- Language reflects writer – usually informal

Autobiography

- Written in first person
- Often an extract from a larger work
- Use of anecdote
- Uses past tense
- Personal style
- Informal language

Review

- Written in first person
- Title
- Details of what is being reviewed, including names of actors/authors etc.
- Opinion explained in detail
- Star rating given

Report

- Written in third person
- Title
- Subheadings throughout
- Formal language
- Facts, figures and statistics used
- Clear, factual conclusion

Speech

- Written in first person
- Begins with formal greeting
- Sizeable paragraphs
- Rhetorical devices
- Language adapted to audience
- Memorable sign-off

Leaflet

- Written in third person
- Title
- Subheadings throughout
- Inset boxes
- Images and captions
- Often includes a "call to action"

Informal Letter / Email

- Written in first person
- Begins with informal greeting
- Ends with informal sign-off
- Informal language, adapted to audience
- Paragraph lengths vary