

English Knowledge Organiser.

Unit: Non-fiction Writing

Before you start analysing or writing, think about the TAPI

Type – what type of writing are you being asked to write/analyse?

Audience – who are you writing for? Who is the writer's intended audience?

Purpose – what are you trying to achieve? Is the writer trying to persuade, argue, advise, or inform?

Types:	Purpose:
Article	Persuade
Leaflet	Advise
Letter	Inform
Review	Argue
Speech	

Speech

- Open with a welcome/greeting – e.g. 'Good afternoon ladies and gentlemen' or 'Fellow classmates'. Outline what the speech will be about: 'I will talk to you about...'
- Make 3/4 key points and expand on them
- Conclusion to summarise ideas. End by acknowledging the audience: 'Thank you for listening.'

Article

- Headline and Strapline
- Include who, what, where, when, how and why?

5 + 1 Non-Fiction Writing Structure

- P1: Imagine... Worst-case scenario first sentence - hyperbolic. Present the problem
BBC news has recently reported '_____'.
P2: Evidence of the problem. Statistics and survey.
P3: Consequences if the problem is not solved. Expert opinion – gives the statement or contradicts the statement. One month, six months, one year.
ONE SENTENCE PARAGRAPH.
P4: Solution to the problem. Compare to a country which does not have this problem.
P5: Imagine... Best-case scenario.

Key Vocabulary:

Summarising - giving a brief statement of the main points of a text.

Viewpoint/Perspective - a particular attitude towards or way of regarding something / a point of view.

Writers' Methods:

- D – Direct Address
- A – Alliteration / Anecdote
- F – Facts
- O – Opinions
- R – Repetition / Rhetorical Question
- E – Exaggeration / Emotive Language
- S – Statistics
- T – Tripling (Rule of Three)

Leaflet

- Present information so it is easy to find using headings and sub-headings

Letter

- Address and date in the top right of the page
- Address of the person you are writing to on the left
- Dear Mrs Fletcher = yours sincerely or Dear Sir/Madam. = yours faithfully
- Short introductory paragraph
- 3-4 middle paragraphs
- Concluding paragraph summarising ideas.

Analysing Non-Fiction Texts:

What? What has the writer done? **What is the writer's viewpoint?** **What evidence tells you that?**

How? How has the writer done it? **How has the writer presented their viewpoints?** **How do we know this?** **What methods have they used?**

Why? Why has the writer used these methods? **What is the effect?** **Why is the writer presenting their viewpoints in this way?** **What is their purpose/intention/aim?**

Comparative Connectives: However, whereas, contrastingly, alternatively, similarly, likewise, on the other hand.