

Writing: Overview of Text Types

Text type	Purpose	Target reader	Register	Structure
opinion essay	express one's opinion convincingly	general adult / academic	formal	title introduction (inc. thesis statement) 2-3 paragraphs conclusion
article	describe inform advise entertain recommend compare give opinion etc.	according to publication article is written for	formal / neutral / informal	title introduction (inc. controlling idea) 2-3 paragraphs conclusion
recommendation report	evaluate inform recommend describe etc.	person who assigned it (usually smb in authority)	formal	title/subject introduction (inc. purpose of report) 2- 3 sections (with headings) recommendations/conclusion
e-mail (letter)	inform complain apologize apply request invite etc.	any	formal / neutral / informal	salutation introduction (inc. purpose of writing) 2-3 paragraphs conclusion letter ending
narrative	reflect human life / relationships	general adult	neutral / informal (appropriate for narrative point of view)	title 3-4 paragraphs (plot, character, setting, point of view, theme?)

Writing task/test development

components of writing task:

- prompt: input text – stimulus/function (context, content, purpose); max.150 words; B1
- rubric: instructions (time, length, text type; B1)

expected response: task developer(s) must also do task