C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0299125.wmfFeatures of text

We use many different types of documents in writing and each has its own layout and language features.

Use this sheet to write down some of the features of each type of text.

Formal letter

List 6 features that tell you a document is a letter.

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

5. …………………………………………………………… 6. ……………………………………………………………

Formal email

List 4 features that tell you a document is an email.

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

Newspaper article

List 4 features that tell you a document is a newspaper article.

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

Speech

List 2 features that tell you a document is a speech.

1. …………………………………………………………… 2. ……………………………………………………………

Report

List 4 features that tell you a document is a report.

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

Web page

List 4 features that tell you a document is a web page

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

Information leaflet

List 4 features that tell you a document is an information leaflet

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………

Instructions

List 2 features that tell you a document is instructions

1. …………………………………………………………… 2. ……………………………………………………………

Promotional leaflet/advert

List 4 features that tell you a document is a promotional leaflet/advert

1. …………………………………………………………… 2. ……………………………………………………………

3. …………………………………………………………… 4. ……………………………………………………………