

QUEST Award

Understanding Non-Fiction Texts

Step-By-Step Guide

STEP 1:

What is the information in front of you?

- Who do you think the information was written for (intended audience)?
- What you think the purpose of the text might be?
- Summarise what the text is about in three bullet points.

STEP 2:

Presentation Features

Are there any presentation features, that grab your attention?
Could you ensure these feature in your project?

- Photos | Pictures
- Different font sizes | Styles
- Emboldened | Italicised text
- Bullet points | Text boxes | Tables | Graphs
- Headline | Heading | Sub-headings

STEP 3:

Zoom in on the language and key words

Underline or highlight key words and phrases that the writer has included.

Explaining your selected certain key words and phrases

Now see if you can spot, label and write about the purpose of these language features.

STEP 4:

Finally

- What did the writer want us to know?
- What was the writer's main purpose / intention?
- Is there a message for us? Something we should have learned, or something we are supposed to want to do as a result of reading it?

Examples

STEP 1:

- The website is trying to persuade me to think...
- This leaflet is informative because...
- My mother offered me advice, on...
- The newspaper argues that...

STEP 2:

- The designer has included... in order to...

STEP 3:

- The word / phrase "... " is interesting / important / unusual / effective / striking because...
- This shows / suggests...
- The most important / interesting word here is "... " because...

STEP 4:

- The writer's purpose here is to...
- The writer uses... in order to...
- Alternatively, one can argue...

