

# Writing for a Purpose

Writing to Inform



# Writing to Inform

When you are writing to inform, you are trying to explain ideas to someone or to pass on information to the reader.

There are lots of different ways that you can write to inform.

You might have been informed by:

- instructions;
- letters;
- recounts.

Can you think of a time when you have read something that told you some information?



# Features of Writing to Inform

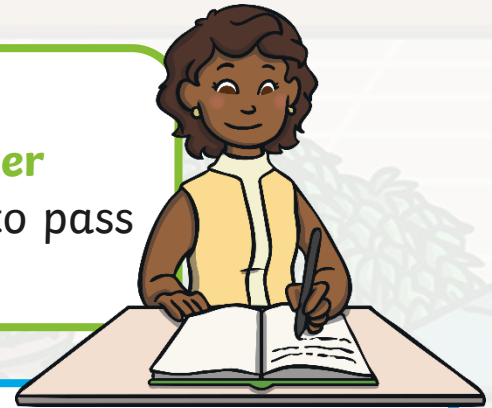
To try to inform your reader, you could include some of the following features:



## Repeat the Main Ideas

**570g flour**      **on the 20<sup>th</sup> October**

Add facts and figures into your writing to pass on key information to the reader.



## Joining Words

**and**    **but**    **so**    **or**    **when**

Use these words to join your ideas together and to extend your sentences. This can help you to pass on more information through your writing.

## Tenses

**Past Tense or Present Tense**

Use the correct tense all of the way through your writing. You could need to use the present tense or you may need to write in the past tense.

# Can You Spot These Features?

- Which **tense** has the text been written in?
- Did you spot any **joining words**?
- Can you spot any **facts or figures**?

[Click here to read the text.](#)



# Can You Spot the Features in These Instructions?

## How to make Pancakes

### You will need:

- plain flour
- milk
- eggs
- butter
- your favourite toppings

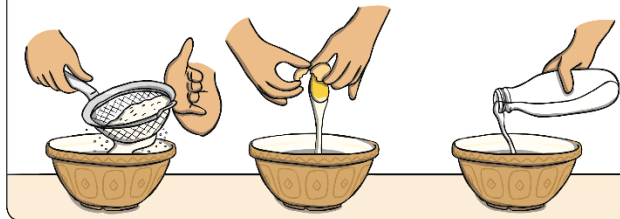


### Equipment

- a sieve
- a mixing bowl
- a wooden spoon
- a pan
- a spatula



1. Sift 220g of flour into a mixing bowl.
2. Crack two eggs into the bowl.
3. Carefully, pour 570ml of milk into the bowl.
4. Quickly, stir the mixture until it is smooth.
5. Put some butter into a pan.
6. Melt the butter until it starts to bubble.
7. Then, pour a spoonful of the mixture into the pan.
8. Let the mixture cook until it starts to become solid.
9. Flip the pancake over and cook the other side.
10. Serve with your favourite toppings and enjoy.



# Which Features Did You Spot in These Instructions?

joining words

## How to make Pancakes

### You will need:

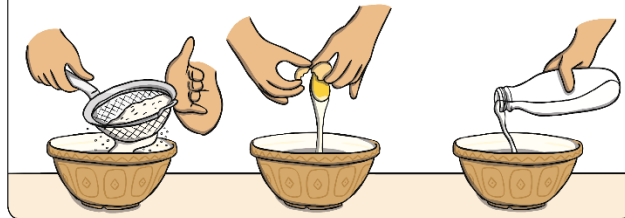
- plain flour
- milk
- eggs
- butter
- your favourite toppings

### Equipment

- a sieve
- a mixing bowl
- a wooden spoon
- a pan
- a spatula



1. Sift 220g of flour into a mixing bowl.
2. Crack two eggs into the bowl.
3. Carefully pour 570ml of milk into the bowl.
4. Quickly stir the mixture until it is smooth.
5. Put some butter into a pan.
6. Melt the butter until it starts to bubble.
7. Then, pour a spoonful of the mixture into the pan.
8. Let the mixture cook until it starts to become solid.
9. Flip the pancake over and cook the other side.
10. Serve with your favourite toppings and enjoy.



# Can You Spot the Features in This Letter?

Stan Spark MP  
House of Commons  
London  
SW1A 0AA

Mrs Brown  
Sundown Primary School  
Jelly Lane  
London  
E11 4QU

25<sup>th</sup> April 2019

Dear Mrs Brown,

I am writing on behalf of your local MP, Mr Stan Spark, to inform you that your school has been selected for a special visit.

Mr Spark is planning to visit your school on Tuesday 14<sup>th</sup> May at 10 o'clock. He is looking forward to meeting all of the staff and children but he does only have two hours for the visit available in his diary.

After receiving their letters and cards, Mr Spark is hoping to meet your year 2 pupils. He is longing to see more of their lovely work on the topic of London.

Security staff are planning to visit your school on Monday 13<sup>th</sup> May in order to secure the site.

Yours faithfully,

J Princeton

Mr J Princeton



# Which Features Did You Spot in This Letter?

joining words

Stan Spark MP  
House of Commons  
London  
SW1A 0AA

Mrs Brown  
Sundown Primary School  
Jelly Lane  
London  
E11 4QU

25<sup>th</sup> April 2019

Dear Mrs Brown,

I am writing on behalf of your local MP, Mr Stan Spark, to inform you that your school has been selected for a special visit.

Mr Spark is planning to visit your school on Tuesday 14<sup>th</sup> May at 10 o'clock. He is looking forward to meeting all of the staff and children but he does only have two hours for the visit available in his diary.

After receiving their letter and cards, Mr Spark is hoping to meet your year 2 pupils. He is longing to see more of their lovely work on the topic of London.

Security staff are planning to visit your school on Monday 13<sup>th</sup> May in order to secure the site.

Yours faithfully,

J Princeton

Mr J Princeton



# Can You Spot the Features in This Recount?

## Our Trip to the Zoo

On Thursday 20<sup>th</sup> October, we went on a fantastic school trip to the zoo.

First, we visited the elephants. They were inside their house but the zookeeper tempted them out with some fruit. I was so lucky because I was allowed to feed a banana to the baby elephant.



Then, we boarded a train and took a tour of the zoo. We saw penguins, giraffes and monkeys. The train was lots of fun and it was very fast.



Next, we listened to a talk by the zookeeper that was all about koalas. She told us that koalas eat eucalyptus leaves and that they can sleep for up to 18 hours per day.



Finally, we caught sight of the crocodiles. They were swimming around in their cool pool and they were splashing their long, green tails. It was such a great day!



# Which Features Did You Spot in This Recount?

Did you spot any other important features in the instructions?

## Our Trip to the Zoo

On Thursday 20<sup>th</sup> October, we went on a fantastic school trip to the zoo.

First, we visited the elephants. They were inside their house but the zookeeper tempted them out with some fruit. I was so lucky because I was allowed to feed a banana to the baby elephant.



Then, we boarded a train and took a tour of the zoo. We saw penguins, giraffes and monkeys. The train was lots of fun and it was very fast.



Next, we listened to a talk by the zookeeper that was all about koalas. She told us that koalas eat eucalyptus leaves and that they can sleep for up to 18 hours per day.



Finally, we caught sight of the crocodiles. They were swimming around in their cool pool and they were splashing their long, green tails. It was such a great day!



