

Name:

Analysing Non-Fictional Texts

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① Take notes on the text's structure, and language. Follow the guiding questions on the left.

Text Structure

- What is the purpose of each paragraph? (e.g. inform, explain, convince)

Inform:

- What does the author inform about?
- Why does he do this at that point in the text?

Explain:

- What does he explain?
- Why does it need explaining at that point in the text?

Convince:

- What argument(s) does he give?
 - In what order?
- How is the balance between pro- and con-arguments?
- How does the order of arguments help in convincing the reader?

Language

Style and vocabulary:

- What is the overall tone (dark/light/optimistic/pessimistic/happy/angry/funny/ ironic...)
- Which words in the text support this tone?
- Is the language very formal, or rather informal?
- Where in the text can you see that (examples!)
- Is the style typical for the genre? (e.g. newspaper articles often tend to be more formal; blog entries are typically more informal)
- If the style is not typical for the genre, why does the author choose it what effect does it have on the reader?
- How do style and vocabulary support the author's main idea.

Rhetorical Devices:

- Are there any rhetorical devices that the author uses particularly often?
- What effect do they have on the reader in that context? (e.g. emphasise certain aspects/ evoke certain feelings/ create a certain tone/ etc.)
- Are there other single rhetorical devices that stand out?
 - What effect do they have on the reader in that context?

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- Don't forget to use appropriate connectors and conjunctions!

Through the use of [rhetorical device], the author emphasizes...

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