

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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- ② Create a draft (with **key-words!**). The Structure template below can help you.

### Analysis draft

#### I Introduction

*genre, "title", author, date/year, main topic*

II Short **summary** of the text  
(If that hasn't been done before!)

#### III (- IV) **Structure**

Give 1-2 statements on the structure *that are important* for your task/ to support the author's intention.

For each statement, give an example and the effect on the reader.

Each statement has its own paragraph following the SEE-Structure (statement, example, effect).

#### IV/V (-VI) **Language**

Give 1-2 statements on language *that are important* for your task/ to support the author's intention.

For each statement, give an example and the effect on the reader.

Each statement has its own paragraph following the SEE-Structure (statement, example, effect).

#### V/VI/VII **Conclusion**

Sum up the main points of your analysis.

### My draft

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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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