



Name:	
Date: _	

Genre comparison table – Adult Reference

Focus on instructions and explanations

	Instruction	Explanation	Report	Recount
Purpose	Tells how to do something	Tells how things work or why things happen (cause and effect) Describes a process	Tells what something is like (or was when historical)	Tells what happened Retelling events
Tense	Present Tense	Present tense (usually)	Present tense (usually)	Past Tense
Person	2nd	3rd	3rd	1 st /3rd
Structure	Time adverbs Might have causal conjunctions to explain why you should do something Sequential – order matters	Time adverbs/ conjunctions - sequence of events Causal conjunctions (because, so, as) Technical terms Sequential – order matters	Linking adverbials to organise points/paragraphs (first of all, however etc.) Topic vocabulary Can be read in any order	Time adverbs and adverbials Specific names of people/places Time order/chronological
			organised by categories	
Text Organisation	Title Introduction (sometimes) You will need ordered steps Hints/tips	Title Introduction Series of paragraphs, explaining a process	Title Introduction Topic paragraphs – possible to read in any order	Title Introduction Paragraphs ordered chronologically