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| --- | --- |
| **The structure** | Tick if complete |
| **P1 – General Introduction** |  |
| **P2 – Narrative Journeys** |  |
| **P2 –Responsibilities** |  |
| **P2 –Events** |  |
| **P2 –SATs** |  |
| Genre Features and effective techniques | Example |
| Present Tense |  |
| 2nd Person to address the reader (pronouns ‘you’/’your’) |  |
| Informal vocabulary (chatty, impersonal tone) |  |
| Apostrophe for contraction (informal feature) |  |
| Technical vocabulary  (language of education) |  |
| Bullet points for easy access to information |  |
| Relative embedded clause for extra information |  |
| Range of punctuation : ; ‘ , ( ) - - to add clarity and meaning |  |
| Rhetorical questions |  |
| My short-term target: | |