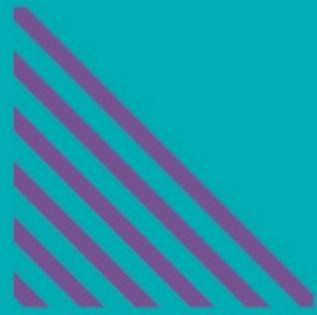


ncfe.



# functional skills



L2.14\_R

Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes



# Aims and Outcomes

By the end of this session learners **must**:

- Be able to **identify** the purpose of a text through its language and format.
- Be able to **identify** whether a text can be understood through its main points only.
- Be able to **understand** when a text needs specific details to be understood.

You **should**:

- At times, **use** the 5 Ws to understand a text

You **could**:

- Always **use** the 5 Ws to understand a text



# Four principle purposes of text

The four principle purposes of texts are

- To instruct or inform
- To describe
- To persuade
- And to explain



# When judging a text's purpose we look at:

The type of text it is – is it in a newspaper, on a website, an email etc.?

What is the content of the text – is it formal or informal?

is it using simple or complex sentences?

is it in paragraphs?

is it using statistics or numbers?

What is its format?

Does it have a heading?

Does it use subheadings?

Are there visual aids like pictures or charts?

Who is its audience?

What language does it use?



# What is its type, purpose and who is the audience?

**Oh My! It's Sally and Robin.**

Fun , light headline

Informal language identified by a contraction and a colloquialism

Sentences are fairly short and simple

TV's Sally Turner can't wait to bag her own lordship. Here she is enjoying a park date (with the actor she can't wait to wed!)

Sally, 31, will be seen locking lips with Eddie Croft on the BBC's Sunday night drama Lord Finchley.

But she was spotted enjoying a smooch with fellow actor Robin Price – who starred with her in BBC One's Body Double – as they walked their dog in the sunshine.

Short paragraphs



Descriptive image

The pair have kept their relationship low-key, with Sally finally letting slip that they were engaged in an interview last week.

Now try activity 1  
(purpose of text)

## What was the purpose?

It is a newspaper website article. The purpose was to inform (and describe)  
The audience might be young people interested in celebrity gossip, but could also cover all ages.

What are the main points of the article?

### One main point

That an actress is dating another tv celebrity.

### Other points of interest

That she is starring in a show.

She kisses a different actor in the show.

The article wants to get readers' attentions...and the main point is enough to do that. Any details are not important.

# What is its type, purpose and who is the audience?

Clear headline stating subject matter

## Number of over-65s still in work doubles in a decade

The number of people aged over 65 who are still working has more than doubled in a decade to nearly half a million, new research has shown.

It is believed to be due to changes in retirement age.

Formal language

The number of those aged over 65 who are in full- or part-time employment has been steadily rising year on year for the past decade, according to new StatGov data, reaching a UK peak of 467,946 in the first quarter of this year, an increase of 132% since 2009.

Long, complex sentences.

Nearly one in 12 of those over 65 are still working, a significant increase from the one in 22 working 10 years ago. Age related charities have expressed concern. Mary Clark, of Age Britain said "it's time to look at how much work older people are doing"

Lots of facts and statistics

Quotes from an appropriate source

# It is a business article. Its purpose is to explain.

Now try activity 2  
(purpose of text)

The audience might be older people or those nearing retirement age, economists or people interested in general news

## Main Points

More people over 65 are working than previously

It is a steady, increasing trend

Age-related charities are concerned

The article wants to explain a trend. It uses statistics, charts and quotes to reinforce: credibility, understanding, objectivity and the sense research has been done. Here the **specific details** become much more important.

# The 5 W's

A good way to find out the purpose in detailed texts is to use the 5 Ws

- Who?
- When?
- Where?
- What?
- Why?



# Use the 5 Ws to find out more about the text

Who are we talking about?

## Number of over-65s still in work doubles in a decade

The number of people aged over 65 who are still working has more than doubled in a decade to nearly half a million, new research has shown.

It is believed to be due to changes in retirement age.

What are we talking about?

The number of those aged over 65 who are in full- or part-time employment has been steadily rising year on year for the past decade, according to new StatGov data, reaching a UK peak of 467,946 in the first quarter of this year, an increase of 132% since 2009.

Where is it happening?

Nearly one in 12 of those over 65 are still working, a significant increase from the one in 22 working 10 years ago. Age related charities have expressed concern. Mary Clark, of Age Britain said “it’s time to look at how much work older people are doing”

When is it happening?

Why has it happened?

# Specific detail/Main idea

Decide which example is a specific detail and which would be a main idea in a text

Example	Specific detail or main idea
Youth unemployment rose by 4% in June	Specific
Global warming is increasing	Main idea
It turns out, coffee is bad for you	Main idea
He has now scored 8 goals in 10 appearances	Specific
A degree in Biology now costs over £10,000	Specific



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Remember to  
complete your  
knowledge check



# Congratulations!

You've completed this module on when detail is key in text for Level 2 Functional Skills English. Now practise your skills.

