



Choosing text that suits the purpose

You can present and organise text in a number of **different ways**, according to its type and purpose. The factsheets in this topic give explanations and examples of different formats and structures.

Use your knowledge of these formats to complete the following sentences by selecting the correct word(s) from the bubble.

1. Diana designed a _____ so that staff knew what action(s) to take in case a problem arose with the new equipment.
2. The supervisor wrote a _____ to all staff informing them of the date of the next sports and social meeting.
3. Karen made a _____ of all her New Year's resolutions.
4. If you have a computer, sending information by _____ is a good way of reaching a large number of people across the world at the same time.
5. Ben created a _____ to help him plan the order of events at the presentation ceremony.
6. The essay had been written using a number of very descriptive _____.
7. The newspaper article used _____ to help explain the town's unemployment figures over the last five years.
8. The annual _____ from the swimming club contained lots of information about the excellent competition results.
9. The brochure contained a _____ showing the scale of charges for equipment hire.
10. Ahmed used _____ to help illustrate the different types of fire extinguishers stored in the building.

flow chart bulleted list paragraphs

numbered list memo email table

images report charts