



Writing informative text

When you're writing an informative text you need to think about who you are writing for. For example, are you writing for a child, a friend or a work colleague? This will make a difference to how you organise the writing and the language you use.

Informative texts usually:

- avoid repetition
- contain facts
- give information in a clear way – introducing it and then developing it

Here's an example of informative writing - a flyer about a course at a local college:

EMERGENCY FIRST AID



COURSE DESCRIPTION:
This course is for anyone who wants to gain a basic knowledge of general First aid and First aid procedures.

COURSE AIMS:
To recognise and deal with the following First aid situations.
Unconsciousness, resuscitation, controlling bleeding, shock, workplace hazards and problems. The course also looks at the contents of First Aid boxes and how to use them.

Course Duration: 2 days
Course Type: Weekend - contact college for details.
Course Fee: £100
Course Venue: Furby College 26-32 Ditton Street, Clydeside CH7 0JV