

DISCUSSIONS TOOLKIT

Audience:

Someone who is interested in the issue.

Purpose:

To help someone understand the issue

Structure:

Paragraphs, in a logical order, discussion contrasting points.

Language features:

- Logical connectives
- Formal and impersonal language
- Present tense
- Write in the third person

Examples of discussions:

- A leaflet or article putting forward both sides of an issue
- Write up of a debate
- Newspaper article



Remember to:

- Write a title that says what you are discussing.
- Write an introduction that tells the reader what the discussion is about.
- Write in a logical order. Start each new section with a topic sentence.
- Write one paragraph for each point then do the same thing for the point against.
- Write a conclusion

It is important to...

- Write in the present tense and the third person (he, she...).
- Use technical vocabulary.
- Include words to show reasons (because, so...).
- Use connecting phrases to signal points (e.g. first of all...).
- Use 'weasel words' to back up points (probably...).
- Use phrases that signal both sides of an argument (e.g. some people believe...)
- Give facts to back up points.

