



Factual texts

Factual texts inform the reader about a particular subject. They should give useful information and focus on facts. Examples of factual texts are news reports, interviews, recipes, records of history, instructions, FAQs, etc.

1 Things to do before you read

Read the text and fill in the gaps.

dictionary photos questions know headline information

Firstly, read the _____ of an article. It catches your attention and summarises the article in only a few words. Secondly, look at the _____. They often illustrate important aspects of the _____ given in the text.

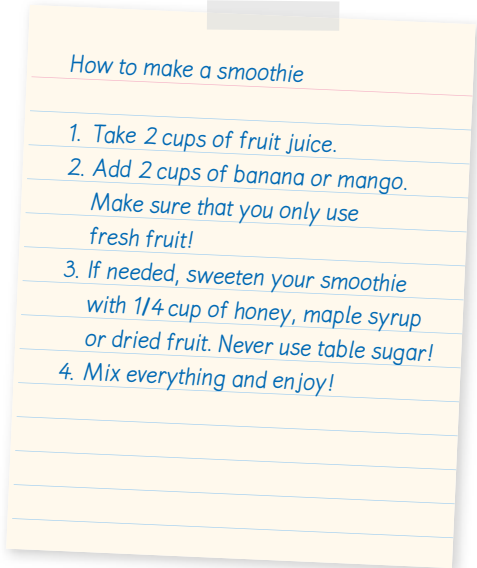
Think about what you already _____ about the topic. Also, it can be easier to understand a text if you ask yourself _____ on the topic and look for the answers while reading. Don't worry about unknown vocabulary – if you can't guess the meaning of a word, just look it up in a _____.

2 Instructions

Read the text and fill in the gaps.

imperative phrases never important information clear steps attention phrase

In a set of instructions there are usually _____ which you must follow one after the other. There are also typical _____ like "Take ..." or "Add ...". Very _____ that needs special _____ is usually marked by _____ like "Make sure ...", "You / It must ..." or "_____ ...".



to illustrate ['ɪləstreɪt] illustrieren; darstellen; bebildern ○ table sugar ['teɪbl ˌʃʊɡə] Haushaltszucker



3 News reports

Read the text and fill in the gaps.

facts **annoying** **headline** **personal opinion** **emotional expressions** **passive form**

Every news report has a short _____ which gives the most important information and lets the reader know what the report is about.

The writer of a news report does not state his or her _____ because a report should focus on _____ (Who? Where? When? etc.).

The language of a news report is always factual, which means that there are no _____ like "It was so touching when ..." or "It was really _____ when ...". In news reports you often find _____ of verbs.

Lost child found in Notting Hill café

Yesterday, a 73-year-old woman called the Notting Hill police station to tell them she had lost her 5-year-old grandchild in Ladbroke Square Garden.

When the 5-year-old was asked why she was in the café all by herself, she said she was thirsty and wanted to see if her grandmother was there. The girl was taken back to her grandmother by the police only 30 minutes later.

4 FAQs - True or false?

a) Tick ✓ the correct boxes.

	true	false
1. 'FAQs' means: Find All Quotes.	<input type="checkbox"/>	<input type="checkbox"/>
2. FAQs are a quick way to get answers to popular questions.	<input type="checkbox"/>	<input type="checkbox"/>
3. You can find FAQs mostly in books.	<input type="checkbox"/>	<input type="checkbox"/>
4. FAQs don't give much information.	<input type="checkbox"/>	<input type="checkbox"/>

b) Now correct the wrong statements.
