



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 headline of an article. It catches your attention and summarises

the article in only a few words. Secondly, look at the photos. They often

illustrate important aspects of the information given in the text.

Think about what you already know about the topic. Also, it can be easier

to understand a text if you ask yourself questions 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 dictionary.

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

clear steps which you must

follow one after the other. There are also typical

imperative phrases like

“Take ...” or “Add ...”. Very important information

that needs special

attention is usually marked by

phrases like “Make sure ...”,

“You / It must ...” or “Never ...”.

How to make a smoothie

1. Take 2 cups of fruit juice.
2. Add 2 cups of banana or mango.
Make sure that you only use fresh fruit!
3. If needed, sweeten your smoothie with 1/4 cup of honey, maple syrup or dried fruit. Never use table sugar!
4. Mix everything and enjoy!

to illustrate ['ɪləstreɪt] *illustrieren; darstellen; bebildern* ○ table sugar ['teɪbl̩, 'ʃʊɡə] *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 headline 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 personal opinion because a report should focus on facts (Who? Where? When? etc.).

The language of a news report is always factual, which means that there are no emotional expressions like "It was so touching when ..." or "It was really annoying when ...". In news reports you often find passive forms 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 checked="" type="checkbox"/>
2. FAQs are a quick way to get answers to popular questions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. You can find FAQs mostly in books.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. FAQs don't give much information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

b) Now correct the wrong statements.

1. Frequently Asked Questions

3. You can find FAQs mostly on the internet.

4. FAQs usually give lots of (useful) information.
