

Vocabulary & Text Types

IGCSE English ■ Topic 11

IGCSE English



What we will cover

- 1 Learn words well
- 2 Natural phrases
- 3 The text types
- 4 Match style to type

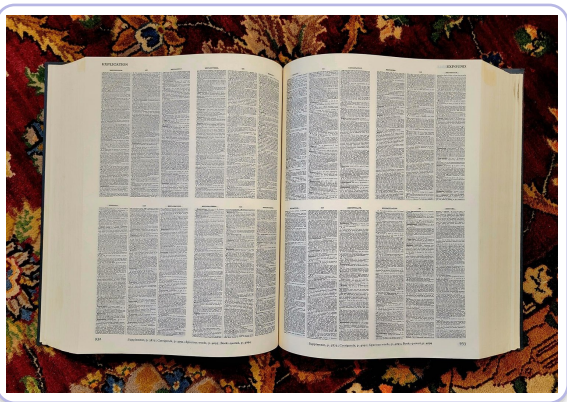




Learn words well

- meaning, spelling, sound – three ways
- keep a **vocabulary** notebook by topic

Notice useful words in every text type and practise them in your own writing.



Grow vocabulary by reading and collecting words

Turning a new word into a word you own

1. meet it

notice the word in a real sentence, and write that sentence down – not the word alone

2. record it

meaning, an example, and how it behaves: which preposition, which form

3. test it

cover the meaning and recall it the **next day**, then again a **week later** – **spaced review** fixes words in memory

4. use it

put it into your own writing or speaking **within a few days**, before you forget it

blog

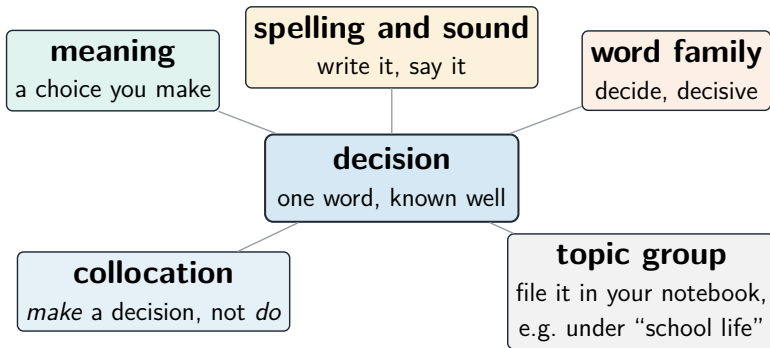
a personal, informal online post – like an article but more casual, so it sits near the **informal** end of the range

leaflet

short, practical, headed sections – written to be scanned rather than read

Steps 3 and 4 are the ones people skip, and they are the two that decide whether the word is still there in the exam.

Knowing a word well means knowing all of this



Knowing a word well means knowing all of this

Natural phrases

collocations

make a decision; heavy rain

set phrases

common fixed expressions

phrasal verbs

give up; look after

Using natural phrases makes your English sound **fluent** .

The text types

email – one person

article –
many readers

report – facts
for a boss

review – an opinion

essay – argue a view

notice – short info

The text types, continued



Every text type sits somewhere on the line from informal to formal

Each writing task is a **text type** with its own rules.

Match style to type

purpose

reader

tone

Each **text type** has its own purpose, reader & tone. Before writing, ask: *what type is this,*
and what style does it need?

Matching style to text type

a letter or email

greeting and sign-off, and the **register** set by who receives it

a report

headings, calm and impersonal language, and a recommendation at the end

an article

a hook, a personal voice, and an ending that stays with the reader

a review

description and judgement alternating, ending in a recommendation

a speech

direct address to the audience, repetition, and a strong close

the first question

the task names the **format**, the **purpose** and the **reader**. Use all three

Getting the format right is worth marks before a single idea is judged. Read the task twice and name all three before you plan.

Exam tips

- Learn words in families, one family per text type: email openers, report verbs, review adjectives.
- In the writing exam, put the text type's fixed parts down first: greeting, title or headings. They are the easiest marks on the paper.
- Keep a personal word list. Five new words a day beats fifty words once a month.
- When a new word appears in the reading paper, guess it from the context and keep moving; never freeze on one word.



Worked example – identifying a text type

A text has a headline, a byline, short paragraphs, quotations from witnesses, and no “I”. What is it?

- Headline + byline ⇒ it was **published**, so not a letter or an email.
- **Quotations from witnesses** ⇒ it reports what happened to **other people**.
- No “I” and no opinion ⇒ **impersonal**, so not an article or a review.
- ⇒ **a news report**.

Identify the type from its **features**, then match your writing to them. Report = facts, impersonal. Article = opinion, a voice. Review = judgement + recommendation.

Topic 11 – key takeaways

1

Learn words

meaning, spelling & sound; a notebook

2

Phrases

collocations, set phrases, phrasal verbs

3

Text types

email, article, report, review, essay...

4

Style

match purpose, reader & tone to the type

Check yourself

- 1 What three things make a collocation?
(give an example)
- 2 Which text type argues a point of view?
- 3 Which text type gives facts to a person
in charge?
- 4 What three things must match the text
type?



Answers 1. words that go together (heavy rain) 2. an essay 3. a report 4. purpose, reader & tone