

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



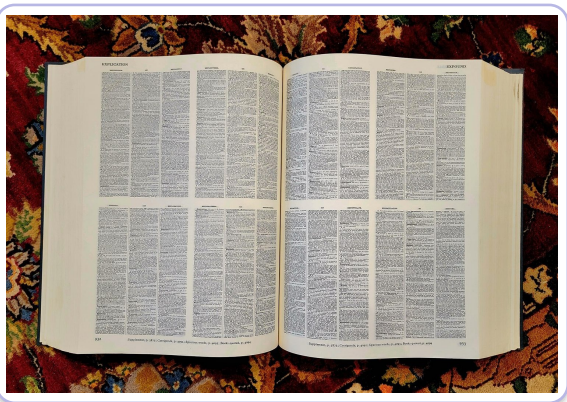
1

Vocabulary

Learn words well

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

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



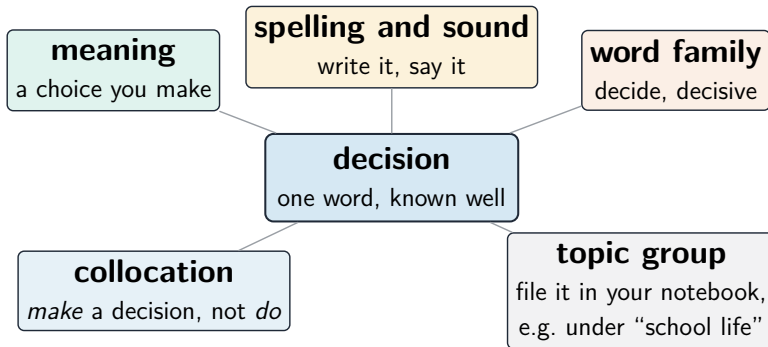
Grow vocabulary by reading and collecting words

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 间隔复习 fixes words in memory
4. use it	put it into your own writing or speaking within a few days , before you forget it
blog 博客	a personal, informal online post – like an article but more casual, so it sits near the informal end of the range
leaflet 传单	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



For each new word, record its meaning, spelling and sound, word family, collocations and topic group, not just a translation.

Natural phrases

collocations 词语搭配

make a decision;
heavy rain

set phrases 固定短语

common fixed
expressions

phrasal verbs 短语动词

give up; look after

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

The text types

email – one person

article –
many readers

report – facts
for a boss

review – an opinion

essay – argue a view

notice – short info

Each text type has its own rules

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



Each writing task is a **text type** 文本类型 with its own rules: decide **how formal** it is before you write.

Match style to type

purpose 目的

reader

tone

Each **text type** 文本类型 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 语域 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 格式, the purpose 目的 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.

2

Recap

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