

## Common Types of Informational Text Structure

<b>Structure</b>	<b>Description</b>	<b>Examples</b>	<b>Signal Words</b>
<b>Sequence</b>	Information or arguments are constructed in a chain, so that the writer can lay out steps in a process, series of events, or a hierarchy.	<ul style="list-style-type: none"> <li>• Recipes</li> <li>• Directions in a manual for using an appliance</li> <li>• A timeline for product development</li> <li>• Steps to follow in a workplace process</li> </ul>	<b>first, next, last, another, then, finally, before, preceding, following, additionally.</b>
<b>Comparison /Contrast</b>	Describes similarities or differences between objects, places or events, and the similar or different qualities are linked back and forth.	<ul style="list-style-type: none"> <li>• Sports pre-game stories about two opposing teams</li> <li>• News articles explaining candidates' positions on issues</li> <li>• Descriptions of multiple health insurance options</li> <li>• Advertisements for work-related tools or products</li> </ul>	<b>like, similar to, unlike, in contrast, whereas, while, although, different from, as opposed to, instead of, however, as well as, either/or.</b>
<b>Description</b>	Explains a topic, often in considerable detail. Often the text is broken into sections, each with a main idea and details that elaborate on it.	<ul style="list-style-type: none"> <li>• Information sheets about products for sale, such as a car, an appliance, a house, etc.</li> <li>• Articles on things to do at a vacation destination</li> <li>• Sections of an employee manual that discuss workplace policies</li> </ul>	<b>for example, in particular, for instance, to illustrate, such as, most important, another.</b>
<b>Cause /Effect</b>	Focused on an event or occurrence, the writer names the event/occurrence and then tells the effects it has (on other events, on people, etc.) or the writer names the event/occurrence and then tells what caused it to happen.	<ul style="list-style-type: none"> <li>• An editorial discussing the possible consequences of implementing a policy</li> <li>• A troubleshooting guide for the office copy machine that outlines possible causes of malfunctions</li> <li>• Warning labels naming possible side effects of using a product</li> </ul>	<b>therefore, as a result, lead(s) to, because of, in order to, for these reasons, thus, if-then, may be due to.</b>
<b>Problem Solution</b>	Presents a problem and several possible solutions. The author may also describe the pros and cons of each solution.	<ul style="list-style-type: none"> <li>• An newspaper editorial outlining a current difficulty, proposing some solutions and advocating for one of them</li> <li>• A workplace memo stating why a certain rule has been put in place</li> <li>• A political speech proposing a remedy for a troubling situation</li> </ul>	<b>the problem is, the difficulty is, it is possible to, if-then, one challenge is, therefore.</b>