

ENGLISH B TEXT TYPE

GUIDELINES

Definition: Guideline

1. “a rule or instruction that shows or tells how something should be done”

<http://www.merriam-webster.com/dictionary/guideline>

2. “any guide or indication of a future course of action: guidelines on the government's future policy”

<http://dictionary.reference.com/browse/guideline>

Guidelines as a Text Type

So, guidelines as a text type are intended to give advice about a particular issue or task. As the text is a guide, the advice involves giving a suggested course of action that is not compulsory.

Text Features and Conventions

- **purpose:** to give advice
- **audience:** a specific group of people who have an interest in the topic
- **register:** depends on the kind of audience but may be formal or semi-formal
- **organization:** introduction states the specific purpose of the guidelines and connects with the audience
- **body:** develops, explains and illustrates each piece of advice
- **conclusion:** suggests or urges the audience to take action and implement the advice.
-organized into sections with headlines
- **style and register:**
 - may use modals such as “should/shouldn't”, “must/mustn't ” “may” etc
 - may use imperatives especially in the conclusion

Example

Read the example fundraising guidelines written for parents and communities of Canadian schools:

<http://www.edu.gov.on.ca/eng/parents/fundraisingguideline.pdf>