**Unit 3 Writing Task 3.4**

**Explain a Process**

|  |  |  |
| --- | --- | --- |
|  | **Version 1** | **Version 2** |
| **Genre**: What type of text are you writing? |  |  |
| **Writer**: What is your role in this text? |  |  |
| **Audience**: Who will read the text? What do they already know? What do you need to define? |  |  |
| **Context**: Where will the reader see the text? |  |  |
| **Structure**: How should you organize your text? |  |  |
| **Language**: Will you use technical language? What connectors are useful? |  |  |
| **Conventions**: What are the typical features of this type of text? |  |  |