

# One plan, four text jobs

Sort by purpose AND structure; a topic word alone is not enough.

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## REPORT

Describes what a source shows

Headings + grouped details + limit

The drawing labels ...

## PROCEDURE

Helps a reader do a task

Materials + ordered actions

First, fold ...

## VIEWPOINT

Offers a view and a reason

I think + because + possible request

In my view ...

## STORY

Imagines an event and change

Character + setting + action

Ivo revised his card.

**My source:** \_\_\_\_\_

**My chosen job and two clues:**

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**One thing the source cannot prove:**

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