**How to analyse non-fictional texts**

Basically, an analysis of a text is all about finding out how a text is composed by the author to achieve a certain effect on the reader. (What means does the author use to achieve his/her goal?)

*WHO?*

* wrote the text
* is addressed

*WHAT?*

* kind of text is it? (article, letter to the editor, commentary on… etc.)
* kind of source was it taken from (quality newspaper/tabloid/ “The Independent” from 2/5/2014 …)
* is the theme (heading!)
* does the author say (summary: either of the whole text or paragraph by paragraph)

*Why?*

* did the author write it (author’s intention): to inform the reader, to provoke thought/discussion, to teach/lecture readers, give instructions…

*How ?*

* does the author express his/her ideas/ try to achieve his/her goal
* structure (strategy of argumentation: divide the text into paragraphs, say how each paragraph helps the author to achieve his/her goal, effect on the reader
* style (formal/informal/learned/colloquial…)
* tone (reveals author’s attitude towards the subject of the text, e.g. ironic/sarcastic > makes fun of sth./sb. , provokes)
* literary devices (rhetorical questions, metaphors, images, exaggerations, parallelisms…)and their effects on the readers

*Result?*

* How do you evaluate the text? Did the author do a good job? Has he/she achieved his/her goal? Explain.

**BE CAREFUL: DO NOT QUOTE FROM THE TEXT MORE THAN 4 CONSECUTIVE WORDS. Use your own language (no in-built quotes in a summary).**

Use quotes only to give evidence. Example: The rhetorical question the author is using here (“So why don’t we just do it?”, ll.9/10) is meant to show the reader that sometimes changes might be not as problematic as we often think they are.

l.3

ll.3/4 or: ll.3f

ll.3ff

ll.3-8