KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG41 · ENTRY 1

Types of Text

Know a letter, a menu, a sign, a form, an advert and a timetable, and what each one is for.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- name six types of text
- say what each text is for
- say how you know: It has prices. It starts with Dear.

Next sheet: BG42 Finding Information

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

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LEARN Six types of text

a letter Dear Mr Khan, Thank you for … Yours sincerely, *gives news or information to a person*	**a menu** **Park Café** Tea £1.50 Cake £2.60 *shows food, drinks and prices*	**a sign** **NO PARKING** **Staff only** *tells you what to do or not to do*
a form First name: _____ Surname: _____ Phone: _____ *asks for your details*	**an advert** **FOR SALE** Bike, £40 Call 07700 900123 *tells people about something to buy, use or do*	**a timetable** **Bus 36** 8:10 8:40 9:10 Monday to Friday *shows days and times*

How do you know? Look at the layout and the words.

letter: Dear … **menu:** food and prices **sign:** a few big words
form: boxes to fill in **advert:** FOR SALE, a price **timetable:** days and times

LISTEN Listen. What type of text is it? Write the word.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG41.*

1. _____	**2.** _____	**3.** _____
4. _____	**5.** _____	**6.** _____

SAY IT Listen and repeat. Then practise with a partner.

Li Na What is this text?

Omar It's **an advert**.

Li Na **How do you know?**

Omar It has a price and a phone number. It's **for** selling a bike.

Sound focus: Join **an** to the next word: **an-advert**, **an-email**. Say **a** quickly: a menu.

Your turn. Point to a text on page 2. Your partner says what it is. **It's a … It has …**

READ Read on your own first. Then answer.

A Hi Sam, I'm at the shop. Back at 5. Mum	**B** **Library opening times** Monday to Friday: 9:00 am to 5:00 pm Saturday: 10:00 am to 1:00 pm Sunday: closed
C **English classes for adults** Free! Every Tuesday at 6:00 pm. Call 0161 496 0789.	**D** **STAFF ONLY** **No entry**

1. What type of text is it? A _____ B _____ C _____ D _____
2. When does the library close on Saturday? At _____.
3. **True or false? Tick.**

	True	False
a) Text D is for customers.	☐	☐
b) Mum is at the shop.	☐	☐
c) The English classes cost £5.	☐	☐

PRACTISE 1. Read the clue. Write the type of text.

a) It has food and prices. It is _____.
b) It starts with Dear. It is _____.
c) It has boxes for your name. It is _____.
d) It has days and times for buses. It is _____.
e) It says FOR SALE. It is _____.

2. Where do you see it? Match.

1. a menu	**a)** at a bus stop
2. a sign	**b)** in a café
3. a timetable	**c)** at the doctor's, when you register
4. a form	**d)** on a door

Answers: 1 ____ 2 ____ 3 ____ 4 ____

Write the four text types again: _____

USE IT Write an advert for a real or made-up item. Then show your partner.

Your partner says: This is an advert. It has a price.

FOR SALE: _____

Colour: _____ Price: £_____

Call: _____

I CAN Tick Yes or Not yet.

I can name six types of text.	Yes	Not yet
I can say what a text is for.	Yes	Not yet
I can say how I know.	Yes	Not yet