

Leonita Maria Efipantias Manihuruk

GENRE BASED WRITING





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Pasal 72

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PREFACE

All praise and gratitude are due to God Almighty, who has bestowed strength and inspiration so that this book, *Genre Based Writing*, could be completed successfully. This book is presented as a contribution to the development of writing skills through a genre-based approach, which is essential not only in educational contexts but also in professional and social communication.

In this book, various types of texts or genres are discussed systematically, including descriptive, narrative, recount, procedure, and exposition texts. Each genre is explored in terms of its structure, linguistic features, and practical examples. The genre-based approach is intended to help readers understand how a piece of writing is shaped and developed according to its communicative purpose.

The author realizes that this book is far from perfect. Therefore, constructive suggestions and feedback are highly welcomed for future improvement. It is hoped that this book can serve as a useful reference for students, teachers, lecturers, and anyone who wishes to strengthen their English writing skills in an organized and effective manner.

Finally, the author extends sincere thanks to all parties who have supported and inspired the completion of this book. May this work bring benefit and value to all its readers.

April 2025

The Author

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CHAPTER 1

SHORT FUNCTIONAL TEXT

A succinct written or spoken text which aims to tell specific information to the readers is called short functional text. In this part of book, we present some kinds of short functional text that are easily found in our daily life.

A. Notice

Definition : A form of text that is used as a notice,
instruction, or guidance for doing or not doing
something.

Purpose : 1. To instruct/inform readers to or not to ...
2. To remind/warn/forbid readers to or not to ...
3. To advise/recommend readers to or not to ...

Generic Structure : • Attention getter (optional)

- Information
- Closure (optional)

Language Feature(s) : a. Use of imperative sentence and
declarative sentence

Example of Notice :



B. Announcement

Definition : A form of text that is used as a complete and clear information about an occasion or vacancy.

Purpose : To inform readers about a specific event or an occasion or a vacancy.

Generic Structure : • Attention getter
• Information
- addressee

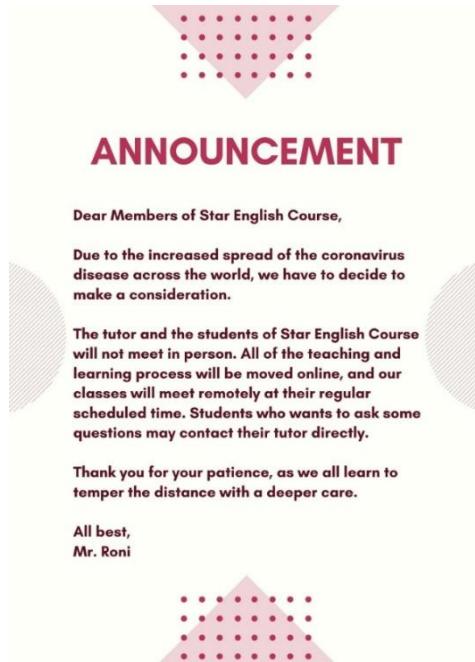
- day and date
- time and place
- requirements (for vacancy)
- Addressor

Language Feature(s) : Use of present simple

Use of present future

Use of imperative sentence and
declarative sentence

Example of Announcement:





C. Invitation

Definition : A form of text that is used as an invitation to someone or public.

Purpose : To invite reader to attend an event or an occasion.

Generic Structure : Attention getter (optional)

- Information (invitee, day or date, time, place)
- Inviter (optional)

Language Feature(s) : Use of present simple

Use of present future

Use of imperative sentence and

declarative sentence

Example of Invitation:



D. Greeting Cards

Definition : A form of text that is used as a medium for expressing congratulations, pray, or sympathy.

Purpose : 1. To congratulate readers
2. To pray for readers

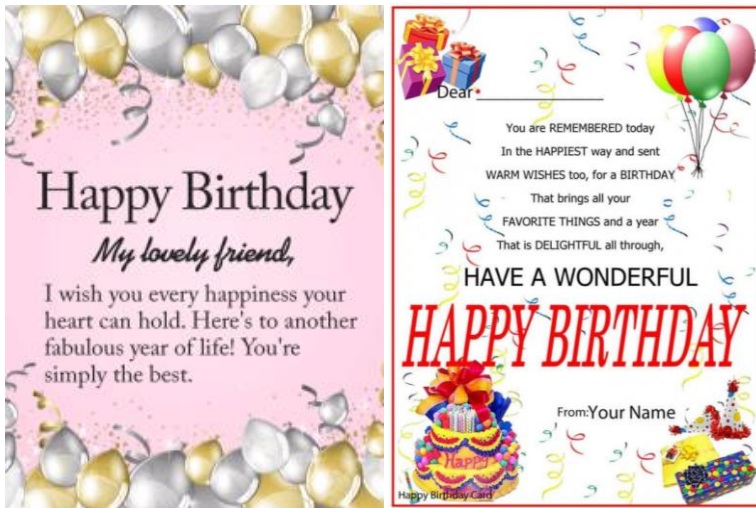
3. To motivate readers

Generic Structure : • Attention getter

- Information (addressee, a clear reason and purpose of the sender)
- Sender

Language Feature(s) : Use of appraisal expressions such as compliments, sympathy, etc.

Example of Greeting Cards:



E. Advertisement

Definition : A form of text that is used as a medium for promoting a product (goods or services).

Purpose : To promote goods or services of an

organization or a company.

Generic Structure :

- Attention getter
- Specific information about goods or services (dimensions, features, prices, location, time)
- Addressor (contact information)

Language Feature(s) : Use of persuasive language

- Use of noun phrase
- Use of slogan (optional)

Example of Advertisement:

5 KEAJAIBAN DARI SOYJOY!

Solusi Sehat dari Kedelai

SOURCE OF PROTEIN
Kandungan protein yang berfungsi membantu pertumbuhan badan, dalam tulang dan juga membantu pertumbuhan otot.

SOURCE OF FIBER
Berdasarkan penelitian sehingga mengurangi risiko kanker.

SOURCE OF VITAMINS AND MINERALS
Mengandung vitamin A, B1, B2, B6, C, zat besi, kalsium, magnesium dan zinc untuk meningkatkan sistem imun dan metabolisme tubuh.

SOURCE OF ISOFLAVON
Efektifitas yang tinggi membantu meningkatkan kesehatan tulang.

LOW GI
Nilai GI rendah tidak akan mengakibatkan kenaikan gula darah sehingga sangat disarankan oleh penderita diabetes.

Jangan salah pilih cemilan lagi ya...
Pilih SOYJOY sebagai SOYlution cemilan sehatmu!

OF SUKSES
SOYJOY

Real Dried Veggie **Just Add Water** **No Preservatives** **Vegan** **Good Source of Fiber**

Veggie Gourmet

disc 52% ~~Rp21.000~~ **Rp10.000**

INFORMASI NILAI GIZI (NUTRITION FACT)

Berat Bersih Net Weight	55g
Takaran Saji/Serving Size	1 bungkus
Jumlah per Sajian	% RAS
Energy Total	179 kkal 8%
Lemak Total	3g 4%
Energy dari Lemak	27 kkal
Protein	6g 10%
Karbohidrat Total	32g 10%

*Persen A/G berdasarkan nilai energi energi 225 kkal. Nilai energi pada kemasan dapat berbeda bila ada perubahan.

Ingredients:
Instant Oat, Dried Carrot, Dried Corn, Dried Lentil, Shallot, Spices

Quickly Oats! Minis!

55g

F. Labels

Definition : A piece of paper, polymer, cloth, metal, or other material affixed to a container or article, on which is printed a legend, information concerning the product, addresses, etc.

Purpose : To inform a product identification, product ingredients, uses or dosage, and other facts.

Generic Structure : Header

- Specific information about a product

Language Feature(s) : Use of noun phrase(s)

- Use of numerical units
- Use of imperative language

Example of Labels:





organic • gluten free • wheat free
non-gmo • vegan • dairy free
whole grain • kosher

140mg omega-3 fatty
acids per 30g serving
0g trans-fats • peanut free
no soy • made with love

CONSCIOUS EATING



MANUFACTURED FOR MARY'S GONE CRACKERS, INC.
110 BENTLEY ST. GRIELEY CA 95946 916-250-2554
POSTAGE: P.O. BOX 965, GRIELEY CA 95941 USA
CERTIFIED ORGANIC BY INTERNATIONAL
CERTIFICATION SERVICES INC. MEDINA, IN, USA
US-ORG-017

Nutrition Facts	
Serving Size 22 pieces (30g)	
Servings Per Container about 4.5	
Amount Per Serving	
Calories 130	Calories from Fat 60
% Daily Value*	
Total Fat 6g	9%
Saturated Fat 3.5g	18%
Polyunsaturated Fat 1g	
Monounsaturated Fat 1.5g	
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 210mg	9%
Potassium 50mg	3%
Total Carbohydrate 20g	7%
Dietary Fiber 2g	8%
Sugars 6g	
Protein 1g	
Vitamin A 0%	Vitamin C 0%
Calcium 2%	Iron 4%

INGREDIENTS: Mary's organic Graham
gluten free blend (brown rice flour*, whole
grain quinoa flakes*, tapioca starch*,
coconut flour*, sweet potato flour*,
mesquite flour*, potato flour*, potato
starch*, amaranth flour*, sorghum flour*,
carob powder*), palm fruit oil*, filtered
water, coconut palm sugar* (from coconut
palm flower nectar), tapioca syrup*,
coconut oil*, chia seeds*, vanilla extract*,
blackstrap molasses*, cinnamon*, rice bran
extract*, baking soda, baking powder
(sodium acid pyrophosphate, sodium
bicarbonate, non-gmo corn starch and
monocalcium phosphate), sea salt, and
xanthan gum. *Organic.
MANUFACTURED IN A PEANUT FREE
FACILITY ON EQUIPMENT THAT PRODUCES
PRODUCTS CONTAINING WHEAT, GLUTEN,
SOY, MILK, AND OTHER TREE NUTS.

Shipping Label

No Pesanan: 123456



Penerima: Gifari Z (0856xxxx)
Jl Daan Mogor II No.19
RT. RW. Kode Pos 12345

Pengirim: Jaya Shop
Jl Jagakarsa No.XIX

Jenis Pengiriman: ☒ JKT Express
☐ SiGledok
☐ Shinobi Express

Gelas kaca (1 kg)



G. Short Messages

Definition : A short text usually written on a piece of
paper, or electronic devices addressed to
other person.

Purpose : To inform readers about important or urgent
things

Generic Structure : Salutation or greeting or receiver

- Message content
- Sender

Language Feature(s) : Use of mixed tenses (sometimes present simple or past simple)

- Use of formal or informal expressions
- Use of contraction (c u, ASAP, btw, OK)

Example Short Messages:



H. Letters/E-Mails

Definition

A short text usually written on a piece of paper, or electronic devices addressed to other person.

Purpose

To convey information from one party to another.

Generic Structure :

Letters:

- Sender's details
- Day and date
- Receiver's details
- Salutation
- Body of letter
- Closing (signature and sender's name)

E-mails

- Sender's email address
- Recipient's email address
- CC or BCC (optional)
- Subject
- Salutation
- Email's content

- Closing (signature, this signature is different from letters' signature. Email signature usually contains name, title and affiliation, contact details, etc)

Language Feature(s) : See details below

Think about	Formal	Informal
Purpose	Business and important messages.	Informal messages.
Audience	Business and work colleagues.	Friends and family.
Style and accuracy Don't use slang, exclamation marks or smilies in formal emails.	Professional-accurate spelling, punctuation and grammar Thank you for your prompt response.	Friendly-accuracy is less important Thx 4 email, will call you l8r!
Beginning and ending Email is a fairly new format and there are no agreed rules for starting and ending. Remember to use a formal style when writing business or work emails.	Start and end appropriately Dear Mr/Mrs/Chris Dear Sir/Madam Yours sincerely (if you know their name) Yours faithfully (if you don't know their name) Regards Kind regards (use first name if you know the person or if they have asked you to)	No rules-your choice
Use of contractions No contraction: —I will not be able to come to the meeting. Contraction: —I won't be able to come to the party.	No contractions Thank you very much for the voucher. I am looking forward to spending it next time I visit your shop.	Contractions can be used Thanks so much for the voucher - I'm chuffed, can't wait to spend it! Just gotta decide what to buy LOL!
Common contractions	I am We are You are Will not Was not	I'm We're You're Won't Wasn't

Example Letter/E-mails:

1. Letter

The diagram illustrates the structure of a letter with various parts labeled and connected by arrows:

- Date:** 12th January 2014
- Salutation:** My Dear Lovely Siti,
- Address:** 35 Senggigi Raya
Lombok
75009 Nusa Tenggara Timur
- Greetings:** Hello!
- Introduction:** How are you, sweetie? I know you are angry with me because I am writing to you after a long time. I am so sorry, please forgive me. You know we are in Lombok right now. It is so beautiful beyond imagination. I am writing to you from this really cute little café on the Senggigi beach. As you know, mum loves shopping so she went and will be gone for hours. I took a rain check from shopping and decided to write to you while I enjoy my cup of coffee.
- Body:** You know yesterday we went to Gili Nanggu Island; it is a beach on the southwest of Lombok. The place is awesome. It is so beautiful I couldn't believe my eyes. There are beautiful coral reefs everywhere. We went for snorkeling and we saw most amazing fish ever. I wish you were here; it would have been much more fun.
Mum's making sure we don't miss any sight in the whole city, so we've practically been everywhere.
I got to go, mum is here. I will see you soon.
- Closing:** Lots of love
XOXO
- Signature:** Lana
- Postscript:** P.S. I'm bringing you lot of souvenirs and pictures!!

A vertical label on the left side of the letter body reads: "The Content of the letter".

2. E-mails

To: [Email HRD perusahaan]
Cc : [Email perusahaan yang lainnya jika ada]
Subject: [Nama pelamar]-[posisi yang dilamar]

Perkenalkan saya [Nama pelamar]. Saya menuliskan email ini bermaksud untuk menyampaikan bahwa saya berkenan untuk bekerja sebagai Content Writer seperti yang dibutuhkan oleh perusahaan [Nama perusahaan] pada postingannya di Instagram 6 Oktober 2022.

Adapun kualifikasi yang saya punyai seluruhnya memenuhi setiap aspek persyaratan. Saya memiliki basic menulis yang mumpuni yang mana saya juga memiliki kegemaran membaca, saya juga suka mempelajari dan mudah beradaptasi dengan hal-hal baru.

Saya juga pernah aktif menulis artikel di media [nama media] dengan total enam artikel yang telah diterbitkan. Dengan demikian, saya percaya bahwa kemampuan dan pengetahuan saya pada pengalaman menulis saya akan memberikan dampak yang baik untuk perusahaan Anda.

Adapun persyaratan yang sudah saya penuhi sebagaimana persyaratan yang perusahaan minta pada postingan Instagramnya 6 Oktober 2022. Berikut saya telah melampirkan Curriculum Vitae dan Cover Letter.

Besar harapan saya untuk dapat bergabung dan diterima di [Nama perusahaan]. Atas perhatiannya, saya ucapkan terima kasih.

Hormat Saya

[Nama pelamar]

CHAPTER II

NARRATIVE TEXT

A. Definition of Narrative Text

Narrative is a piece of text that tells a story and has purposes to entertain or inform the reader or listener (Anderson and Anderson: 1997). Narrative has specific features that are different from other text types, for example telling events in chronological orders. Anderson and Anderson (1997) also mention the language features of narrative texts. They are: 1) specific characters, 2) time words that connect events to tell when they occur, 3) verbs to show the actions that occur in the story, 4) descriptive words to portray the characters and setting. Narrative is a text aiming to entertain readers or listeners about a fiction or non-fiction story.

B. Generic Structure of Narrative Text

The steps for constructing a narrative are:

- a. Orientation This is the beginning of the story in which the writer tells the audience about who the characters in the story are, where the story is taking place, and when the action happens (can be a paragraph, a picture or opening chapter)
- b. Complication The story is pushed along by a series of event, during which we usually expect some sort of complication or problem to arise. It just would not be so interesting if something unexpected did not

happen. This complication will involve the main character(s). Narrative mirror the complication we face in life and tend to reassure us that they are resolvable.

- c. Resolution In a “satisfying” narrative, a resolution of complication is brought about. The complication may be resolved for better or for worse, but it is rarely left completely unresolved (although this of course possible in certain types of narrative, which leave us wondering how the end is).

Generic Structure of Narrative:

1. Orientation: sets the scene and introduces the participants
2. Evaluation: a stepping back evaluate the plight
3. Compilation: a crisis arises
4. Resolution: the crises is resolved, for better or for worse
5. Re-orientation: optional

C. Language Features of Narrative Text

1. Focus on specific and usually individualized participants
2. Use of material processes, (and in this text, behavioral and verbal Processes)
3. Use of relational processes and mental processes
4. Use of temporal conjunctions, and temporal circumstances

5. Use of past tense

EXAMPLE:

THE LEGEND OF LAKE TOBA

Once upon a time, there was a man who was living in north Sumatra. He lived in a simple hut in a farming field. They did some gardening and fishing for his daily life.

One day, while the man was do fishing, he caught a big golden fish in his trap. It was the biggest catch which he ever had in his life. Surprisingly, this fish turned into a beautiful princess. He felt in love with her and proposed her to be his wife. She said; —Yes, but you have to promise not to tell anyone about the secret that I was once a fish, otherwise there will be a huge disaster . The man made the deal and they got married, lived happily and had a daughter.

Few years later, this daughter would help bringing lunch to her father out in the fields. One day, his daughter was so hungry and she ate his father's lunch. Unfortunately, he found out and got furious, and shouted; —You damned daughter of a fish . The daughter ran home and asked her mother. The mother started crying, felt sad that her husband had broken his promise.

Then she told her daughter to run up the hills because a huge disaster was about to come. When her daughter left, she prayed. Soon there was a big earthquake followed by non-stop pouring rain. The whole area got flooded and became Toba Lake. She turned into a fish again and the man became the island of Samosir.

CHAPTER III

ANECDOTE TEXT

A. Definition of Anecdote

Anecdote is a text which retells funny and unusual incidents in fact or imagination. Its purpose is to entertain the readers. An anecdote is a type of spoken or written text that deals with past incidents. The function is to retell an account or story of unusual or amusing incident. The incident happened in the past. The purposes are sharing with others an usual or amusing incident and entertaining others. Anecdote text is a story, like narrative, recount text, or spoof story, but with a coda in the end of the story. The existence of coda makes this anecdote differ from other story texts. Anecdote is a factual or imaginative text telling about humorous or awkward events. Its purpose is to entertain the readers.

B. Generic Structure of Narrative Text

The generic structure of anecdote text usually has five components and one is optional: **(1) Abstract**, **(2) Orientation**, **(3) Crisis**, **(4) Reaction** and **(5) Coda** (optional)

1. Abstract: Signals the RETELLING of an unusual or amusing incident
2. Orientation: Sets the scene
3. Crisis: Provides details of the unusual incident.
4. Reaction: Reaction to the crisis

5. Coda (optional): Reflection on or evaluation of the incident

C. Language Features of Anecdote

1. Using exclamation words; it's awful!, it's wonderful!, etc
2. Using imperative; listen to this
3. Using rhetoric question; do you know what?
4. Using material process (action verb); go, write, etc
5. Using temporal conjunction of time; then, afterward
6. Using simple past tense

Language Features:

1. Using exclamation word: It's awful!, what a bad day!, a very strange incident!
2. Using imperative: Listen, let's read this story
3. Using rhetoric question: do you what?, what do you like to do when you make wrong thing
4. Using action verb: go, write, stand, speak, so on
6. Using conjunction of time: then, afterwards, before, after, ever since, while, so on
7. Using simple past tense

EXAMPLE:

GOD MAKE ME A TV

Students at an elementary school were asked to write an essay about what they would like God to do for them. At the end of the day, while grading the essays, a teacher read one that made her very emotional.

Her husband, who had just walked in, saw her crying and asked her "What happened?" She answered "Read this. It is one of my school's students' essays.":

"Oh God, tonight I ask you something very special. Make me into a television set. I want to take its place and live like the TV in my house.

Have my own special place, and have my family around me. To be taken seriously when I talk. I want to be the center of attention and be heard without interruptions or questions.

I want to receive the same special care as the TV set receives even when it is not working. Have the company of my dad when he arrives home from work, even when he is tired. And I want my mom to want me when she is sad and upset, instead of ignoring me. And I want my brothers to fight to be with me.

I want to feel that family just leaves everything aside, every now and then, just to spend some time with me. And last but not least, ensure that I can make them all happy and entertain them. Lord I don't ask you for much. I just want to live like a TV."

At that moment the husband said "My God, poor kid. What horrible parents!" The wife looked up at him and said "That essay is our son's!"



CHAPTER IV

NEWS ITEM

A. Definition of News Item

News item is a text which informs readers about events of the day. The events are considered newsworthy or important. It means if there is an important event that should be known by many people, then this event deserves news. Well, the news text is called the news item text. News item is usually a written text or sometimes spoken which is naturally informative. It tells about unique and important events. News item text is a text which informs readers about events of the day. The events are considered newsworthy or important. It means if there is an important event that should be known by many people, then this event deserves news. Well, the news text is called the news item text. However, if there are events that people do not deserve, then they are not definitely worth to be news. News Item Text is used to inform readers about events of the day which are considered newsworthy or important. Or

- To inform the readers about newsworthy or important events of the day
- To present information the readers about newsworthy or important events of the day