Guidelines for Analyzing Genre

1. Gather samples of the genre you need to analyze.

2. Identify the Scene and Describe the Situation in which the Genre Is Used

- **Setting:** Where does the genre appear? How and when is it transmitted and used? With what other genres does this genre interact?
- **Subject:** What topics, issues, ideas, questions, etc. does the genre address? When people use this genre, what is it that they are interacting about?
- **Participants:** Who uses the genre?

Writers: Who writes the texts in this genre? Are multiple writers possible? What roles do they perform? What characteristics must writers of this genre possess? Under what circumstances do writers writ the genre (e.g., in teams, on a computer, in a rush)?

Readers: Who reads the texts in this genre? Is there more than one type of reader for this genre? What roles do they perform? What characteristics must readers of this genre possess? Under what circumstances do readers read this genre (e.g., at their leisure, on the run, in waiting rooms)?

- **Purposes:** Why do writers write this genre and why do readers read it?

3.   Identify and Describe Patterns in the Genre's Features:

What recurrent features do the samples share? For example:

- What **content** is typically included? What is excluded? How is the content treated? What sorts of examples are used? What counts as evidence (peer reviewed articles, facts, personal accounts, etc.)?
- How are texts in this genre **structured**? What are their parts, and how are they organized?
- In what **format** are texts of this genre presented? What layout or appearance is common? How long is a typical text in this genre?
- What types of **sentences** do texts in the genre typically use? How long are they? Are they simple or complex, passive or active? Are the sentences varied? Do they share a certain style?
- What **diction** (types of words) is most common? Is a type of jargon used? Is slang used? How would you describe the writer's voice?