



MR B's WRITING SUMMARY

A: WRITING TO INFORM/EXPLAIN/DESCRIBE (25 mins)

Eg: Describe a person you admire / describe a place you remember well / describe the view from your bedroom / describe a time when you felt happy / unhappy / write a letter to the newspaper describing / write an article explaining ... / write a letter informing ...

STRUCTURING YOUR WRITING:

PARAGRAPH	LANGUAGE IDEAS
1: Describe the PAST	<ul style="list-style-type: none">- I will always remember ...- The first time I ...- My earliest memory of ... is ...
2: Describe it NOW	<ul style="list-style-type: none">- Nowadays, this place/person is ...- Today ...
3: Describe DETAILS	<ul style="list-style-type: none">- The smell of this place- I remember the sounds of the ...- The taste of the ... was ...
4: Describe one EVENT or STORY	<ul style="list-style-type: none">- The worst moment was when ...- The best part was ...- One day ...
5: Describe the FUTURE	<ul style="list-style-type: none">- In the future ...- In a few years' time I imagine that ...

ARTICLE

- Short paragraphs
- Grab the reader's attention: question, dialogue, story
- Short and long sentences

LETTER

- Start with 'Dear ...'
- Topic sentence says what you are writing about
- Short and long sentences
- Finish with 'Yours sincerely' (if you know the person's name) or 'Yours faithfully'

USE POWER WORDS & PHRASES:

Powerful smell delicious flavours rough surface overpowering
acrid fog dirt clanking engine memory vivid unpleasant
memorable slippery drifting smoke shriek laughter worrying
disturbing darkness shadows hidden mysterious bitter



WRITING TO PERSUADE (35 Mins)

- eg
- Write a speech
- Write an article
- Write a leaflet

Write a speech saying why school uniform is a bad idea / write a letter to the council saying there ought to be more facilities for young people / write a leaflet persuading young people to take care near roads

STRUCTURING YOUR WRITING:

Think of who this plan is good for (benefits) – eg students – teachers – parents – young people – old people – politicians - employers

PARAGRAPH	LANGUAGE IDEAS
1 Benefit 1	<ul style="list-style-type: none">- The first benefit of this idea is ...- The first group of people who will benefit are ...
2 Benefit 2	<ul style="list-style-type: none">- Another reason for introducing this ...- A second argument in favour of this plan is ...
3 Benefit 3	<ul style="list-style-type: none">- A further benefit ...- An additional benefit of this approach would be ..
4 Arguments against	<ul style="list-style-type: none">- Some people may oppose this idea ...- Some people will, of course, disagree ...- Some people may say that ...
5 Your own point of view	<ul style="list-style-type: none">- My strong opinion is ...- I recommend this idea to you because ...- Overall, I believe that ...

ARTICLE

- Short paragraphs
- Grab the reader's attention: question, dialogue, story
- Short and long sentences

SPEECH

- Emotive words ('power, dream, freedom, happiness, achievement')
- Repetition of threes ('school uniform is old fashioned; it is expensive; it is unnecessary')
- Short and long sentences

USE POWER WORDS & PHRASES:

Benefit I would suggest we can see that it might be argued
optimistic some people might say other possibilities alternative views
deeply worrying unnecessary should be rejected please consider
opposing viewpoint we might decide that