FORMS OF WRITING FOR QUESTION 1

Letter

* Starts with a greeting – ‘Dear…’
* Formality depends on WHO you are and WHO you are writing TO
* Use paragraphs, consider the structure of your letter
* Informative
* Consider how you end the letter – ‘Yours sincerely’ when you know the person’s name; ‘Yours faithfully’, when you don’t know their name

Newspaper Report

* Headline
* Who, what, when, where, why, who, how
* Journalistic style
* Dramatic, attention grabbing
* Include quotes from eyewitnesses
* Short, simple sentences where possible
* Should be objective
* Could consider giving your newspaper report an angle e.g. how human kindness saves people, never give up hope etc…

Diary

* Includes inner thoughts and feelings
* From one perspective
* A place to ‘vent’
* Clearly paragraphed
* WHO are you writing as

Narrative Writing

* A story or part or a story OR a true account
* Plan
* Catchy opening
* Entertaining
* Imaginative or realistic – depends on task
* WHO are you speaking as, WHO you are speaking to
* Don’t change tenses
* Create a convincing character background or setting
* Clear resolution
* Ambitious vocab VERY important

Script

* Character names in margin followed by a COLON (:)
* Don’t use speech marks
* E.g.

Charles: I’m not famous. Yet.

* Consider characters carefully – HOW would your character speak – would they use complex vocab/ simple vocab?
* It is happening NOW – think carefully about tense
* Stage directions – in brackets

e.g. Calum: (annoyingly) Is this important?

Review

* General overview of subject
* Criticize
* Balanced conclusion
* Consider the qualities of your subject
* Don’t stray from the topic
* You may have to write AS someone or AS a character – consider this carefully
* Back up ideas, avoid emotional statements

Report

* Informative style
* Formal language
* Include evidence
* Clear structure – introduction, body, conclusion
* Topic sentences
* Clear headings and sub-headings
* Avoid bias – reports should be objective and use evidence only to form a conclusion

Speech

* Keep audience interested
* Clear points
* Appeal to the target audience
* PERSUASIVE TECHNIQUES – repetition, irony, lists of three, rhetorical questions, evidence, emotive language
* Stay on topic