

- Buy a harness and take it for a walk.

Q10 You could write any three of these:

- Bold/coloured titles make it easy to find information.
- Bullet points for vegetables separate the information and make it easy to read.
- Photos make the text interesting to read.
- Text boxes separate the information and make it easier to read.
- Headline tells you what the text is about.

Source C (Pages 52-53)

Q11 d — Persuade you to sign the petition

Q12 Fact

Fact

Fact

Fact

Opinion

Opinion

For 0-1 correct — 0 marks.

For 2-3 correct — 1 mark.

For 4-5 correct — 2 marks.

For 6 correct — 3 marks.

Q13 You could write any of these:

- It is biased. Examples may vary. For example, 'Animals breed more successfully if they are comfortable (which is never the case in zoos)'.
- Using opinions. Examples may vary. For example, 'we think it's time people knew the truth about these money-making organisations'.
- Using facts. Examples may vary. For example, 'Studies show that zoos with cute baby animals attract 50% more customers'.
- Using lots of questions. Examples may vary. For example, 'Would you like to be forced to breed?'.
- Using a personal tone. Examples may vary. For example, 'We're guessing you've answered 'no' to all of these questions'.

- Using words that make the reader feel sad. Examples may vary. For example, 'they can find it extremely difficult to adapt and can become unhappy and ill'.

Practice Reading Test 4

Source A (Pages 54-55)

Q1 c — Tell you how dangerous drink-driving is

Q2 a — Some people drink-drive without realising

Q3 d — Drinking alcohol slows reactions

Q4 a) Personal

b) You could write any one of these:

- It uses words like 'you', 'we' and 'our'.
- It sounds like it's talking to the reader.

Q5 You could write any of these:

- Nominate a driver who is not going to drink alcohol.
- Book a taxi.
- Use public transport.

Source B (Pages 56-57)

Q6 To persuade you to take a driving course with OPESD.

Q7 c — OPESD helps all types of driver

Q8 a — A weekend course costs £150

Q9 You could write any two of these:

- snow
- at night
- motorways
- country lanes
- cities

Q10 Option 2

Q11 Option 1

Source C (Pages 58-59)

Q12 You could write any two of these:

- Make sure your oil is topped up to the correct level.
- Fill up your windscreen washer bottle.
- Check the tread depth on your tyres.
- Make sure your car isn't doing anything unusual before setting off.

Q13 1.6 mm across 75% of the tyre

Q14 You could choose either source.

Source B

You could write any two of these:

- Headline / title. Reasons may vary. It's eye-catching / it tells the reader what the text is about.
- Logo/graphic. Reasons may vary. It helps the reader know what the text is about / it makes the text more interesting to read / it's eye-catching.
- Bullet points. Reasons may vary. They separate each piece of information / they make the text easier to read.
- Large or bold text. Reasons may vary. It makes the most important information stand out (for example the telephone number at the bottom).
- Coloured background. Reasons may vary. It makes the text eye-catching / more interesting to read.

Source C

You could write any two of these:

- Paragraphs. Reasons may vary. They split up the text / make the information easier to read.
- Bold text. It catches the reader's attention.
- Headline / title. It tells the reader what the text is about.
- Columns. Reasons may vary. It breaks up the text / makes the text easier to read.

Knowing Your Audience and Purpose

Audience and purpose are important

- 1) An **audience** is the **person or people** who read a text.
- 2) You need to know who your **audience** is so you can decide whether your writing should be **formal** or **informal**.
- 3) The **purpose** of a text is the **reason** it is written. For example, to **inform** or **persuade**.

For more on formal and informal style, see p.20.

Find out who you are writing for and why

In the writing test, use the question to tell you **who** the text is for and **why** you are writing it.

Example

Write an email to your friend persuading them to volunteer at a youth centre.

The audience is your friend.

The purpose is to persuade your friend to volunteer at a youth centre.

Use the right writing style

Make sure your **writing style** is **suitable** for the **audience** and the **purpose**.

Example 1

The audience is the guests.

The purpose is to tell them about the hotel.

Write a leaflet for new guests telling them what is on offer at your hotel.

The style would be formal.

Our hotel has lots to offer. Our facilities include a heated outdoor swimming pool and satellite TV. We also provide delicious breakfasts.

Example 2

The audience is your friend.

The purpose is to persuade him to sponsor you.

Write an email to your friend persuading him to sponsor you.

The style would be informal.

Hi Mark,

Next Sunday I'm running a marathon in aid of charity...

Practice Questions

1) Write down the audience and purpose for each of these writing tasks.

a) Write a leaflet for tourists explaining what there is to do in your town.

Audience

Purpose

b) Write an email to your council complaining about the lack of recycling facilities in your area.

Audience

Purpose

c) Write a letter applying for volunteer work in a charity shop.

Audience

Purpose

d) Write a letter to your boss persuading them to give you flexible working hours.

Audience

Purpose

e) Write an article for a newspaper advising people how to save money.

Audience

Purpose

2) Formal writing is for people you don't know or people in charge.

Informal writing is for people you know well.

What type of writing style would you use for these writing tasks? Circle 'Formal' or 'Informal'.

a) A letter to a neighbour asking them to feed your cat Formal / Informal

b) An email to a supermarket complaining about mouldy food Formal / Informal

c) A film review for your local newspaper Formal / Informal

d) A leaflet about burglaries to be delivered along your street Formal / Informal

e) An email to your sister inviting her to your party Formal / Informal

Planning Your Answer

Make a plan before you start writing

- 1) Planning your answer will help you put your ideas in **order**.
- 2) A plan **doesn't** need to be in full sentences. Just write down your **key** ideas to **save time**.
- 3) Make sure you **only** write down points that **answer the question**.
- 4) In the test, you can write a plan in your **answer booklet**.

Use notes to write your plan

- 1) Work out the **audience** and **purpose** and whether you should be **formal** or **informal**.
- 2) Write down the **points** you want to include.
- 3) **Organise** your points so that the **most important** ideas come **first**.
- 4) If you're given **bullet points** in the test, you could include them in your plan.

Example

The audience is the council.

The purpose is to inform about the problems in your town.

Write an email to your **council** telling **them** about problems in your town.

Audience: council (formal) Purpose: inform

Most important
point comes first.

- 1) Potholes in road — makes driving dangerous
- 2) Not enough street lighting — unsafe at night
- 3) Littering on pavements — attracts rats

How to plan letters and emails

- 1) Work out who the audience is to decide if your writing should be **formal** or **informal**.
- 2) This will help you decide which **greeting** and **ending** to use (see p.74).
- 3) Your first paragraph should tell the reader **why** you are writing to them.
- 4) The main body of the letter or email should **develop** your ideas and give more **detail**.
- 5) The last paragraph should tell the reader what **action** you want them to take.

Planning Your Answer

How to plan an article

Work out your **purpose** and **audience**. Think about **where** the article will be printed.

Example

Write an article for a local newspaper about a new youth centre.

The audience for the article is local people.

Start with the main facts.

What it is, where it is and when it opened.

Audience: newspaper readers (formal) Purpose: to inform

1) Youth centre / Herman Road / opened last week

2) Council funded / offers sports and evening classes

Then go into detail about the subject.

How to plan a report

The purpose of a report is to **give information**. It needs to be **clear** and **accurate**.

Example

You are a lifeguard at a swimming pool. A swimmer slipped on the poolside. Write a report for the Safety Officer telling them what happened.

Use formal language for reports.

Injury: broken wrist, bruised ribs

Cause: water on poolside

Solution: safety signs, more cleaning

Divide the information clearly into sections.

How to plan a forum response or a review

A forum is a web page where people discuss a particular subject.

- 1) The purpose of these text types is to **give your opinion** and **argue** a point of view.
- 2) Your **first point** should clearly explain your main argument.
- 3) You'll get better marks if your **argument** is **balanced**.
- 4) So remember to include a point or two from the **other side** of the argument.
- 5) The rest of your points should **back up** your **argument**. Use P.E.E.
- 6) Use **persuasive language** to convince people of your point of view.

See p.70 for more on P.E.E.

Writing and Checking Your Answer

Use your plan to write your answer

- 1) Put the ideas in your plan into **full sentences**.
- 2) Use the same **order** and **structure** you decided on in your plan.
- 3) Make sure your writing style is right for your **audience** and **purpose**.

Improve your writing by checking it

- 1) Read over your answer carefully and **make improvements**.
- 2) Take out anything you **don't need**.
- 3) Don't **repeat** yourself. Make each point **once**.
- 4) Check that your **spelling**, **punctuation** and **grammar** are correct.

Make sure you leave enough time to read through your answer.

Make sure your corrections are neat

- 1) **Cross out** any mistakes neatly and **write** any corrections **above** them.

Example

The hotel serves ~~breakfast~~ from 7 am until 10 am.

If you've made a mistake, cross it out and clearly rewrite the whole word above it.

- 2) Draw two lines (//) to show where a **new paragraph** should start.

Example

... great for children. // Secondly, there is a zoo nearby.

A double strike shows that you want a new paragraph to start here.

- 3) Use the symbol ^ below the line to **add** in a **missing word**.

Example

I am writing to inform you the park in the town centre.

about
^

This shows that you're adding in 'about' after 'you'.

- 4) Use a **star** if you need to **add** in **more** than one word.

Example

While out walking * last night, I found the park in a terrible state.

* my dog

The star here shows some words are missing.

Use a star to show these are words you want to add.

Practice Questions

1) Read the following writing task and the example plan for an answer.

You are planning a day out at a theme park.

Write an email to your friends encouraging them to come with you.

Audience: your friends (informal) Purpose: persuade / inform

Details

- What: Day out at a theme park
- When: May 22nd — leave at 8 am, arrive by 10 am
- Where: Talldown Towers — directions / take train to Uxley

Anything else

- Bring waterproofs — you will get wet on some rides
- Other friends welcome
- Half-price tickets if you book online

Remember to
start a new
paragraph
every time
you talk
about a new
bullet point.



Turn this plan into a full answer. Make improvements and add details as you write.

Using Paragraphs

Paragraphs make your writing easier to read

- 1) A paragraph is a **group of sentences**.
- 2) These sentences talk about the **same thing** or **follow on** from each other.

Divide your plan into paragraphs

- 1) You could give each **point** in your plan its own **paragraph**.
- 2) Start with an **introduction** paragraph. It should **summarise** what your answer is about.
- 3) Make your last paragraph a **conclusion**. It should **sum up** your main point.

Use paragraphs to show when something changes

- 1) Start a new paragraph when you talk about a different **topic, person, place** or **time**.
- 2) To show a new paragraph, start a new line and leave a **space** at the beginning.

Leave a space to show it's a new paragraph.

Different
person.

Surveys suggest that Ulrow shoppers are leaving Christmas shopping later each year.

Start a new paragraph on a new line.

Bill Todd, a local shop-owner, said that last year the busiest day in the festive period was Christmas Eve.

Different
place.

In Barston, the trend is very different. Similar surveys show that the week running up to Christmas is their quietest.

- 3) You will **lose marks** if your writing isn't in paragraphs.

Your paragraphs
should always be longer
than one sentence.

Use P.E.E. to develop your points

P.E.E. stands for **Point, Example, Explanation**. It helps to **structure** your paragraphs.

Make your point first.

Give an example of your point.

Using an officially registered gas engineer is important. Each year, hundreds of people are hospitalised because of unsafe gas work. Nearly all of these incidents were caused by unregistered gas engineers not doing a proper job.

Explain how the example backs up your point.

Practice Questions

- 1) Read this piece of writing about coffee shops.
Rewrite it underneath with new paragraphs in the correct places.

New coffee shops are opening up every day in the UK. It is thought that the number of coffee shops will double in just a few years. Some people believe that the British interest in coffee began in 1978, when the first coffee shops opened in London. When it became clear that these shops were making a lot of money, more and more began appearing all over the country. Last year, over two billion pounds worth of coffee was sold. The biggest coffee chains sell just under half a million cups of coffee every day. However, not everyone likes coffee. Surveys suggest that 16% of the population have never visited a coffee shop.

Writing Emails

You need to be able to write different text types

- 1) In the writing exam, you'll be asked to write **two** different **text types**.
- 2) Text types are just different ways of **presenting information**, like an **email** or a **report**.
- 3) You will get **marks** for how you **set out** your text.
- 4) For example, you'll get marks for setting out a **letter** correctly.
- 5) But don't worry about writing in **columns** or adding **pictures**.
- 6) Remember it's a writing test, so focus on the **content** and the **structure** of your answer.

Make sure the style of your email is right for the audience

- 1) When you email a **company** or **someone important**, use **formal** language.
- 2) You should also use **formal** language if you're emailing someone you **don't know**.
- 3) Emails to **family** and **friends** can be more **informal**.

Lay out emails correctly

Make sure you include all the **right information**.

In the exam you'll usually be given an email template to write your answer in.

Example

Put the email address of the person you're writing to.

To: alexbond@theatreticket.co.uk

Cc: alicehall@operahouse.co.uk

What the email is about. Subject: Ticket reference 4821351/QE

'Cc' is for sending a copy of the email to anyone else who should read it.

Start and end correctly. See page 74 for more about this.

Dear Mr Bond

I bought three tickets from your website, but I only received two in the post. The ticket reference is 4821351/QE.

Please check your records and send me the third ticket as soon as possible. I have definitely paid for the ticket — the money has left my bank account.


Remember to use paragraphs.

Yours sincerely

Andrew Kane

Practice Questions

1) Read this email from a co-worker about the office Christmas party.

 Send	From: <input type="text" value="harry.coates@officemail.co.uk"/>
	To: <input type="text" value="you@officemail.co.uk"/>
	Subject: <input type="text" value="Christmas party"/>

Hello

I'm organising the Christmas party this year, and I'm looking for some help to put it together. We're holding the party at the Armadillo Hotel on Wednesday 21st December. It would be great if a few of you could help me put up some decorations, book the DJ and organise the food.

Let me know if you'd like to help out. Any ideas or suggestions for the party would be great.

Cheers
Harry

Write a short reply which:

- tells Harry that you would like to help organise the party
- says how you would like to help out
- gives any suggestions you have for the party

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Practice Questions

Choose 'and', 'or', 'so', 'because' or 'but' to complete these sentences.

- a) I will either buy a t-shirt some trousers from the shop.
 - b) I can't come to the meeting today I have a dental appointment.
 - c) I'm going to cut the cake into slices that everyone gets some.
 - d) They would have come over they already had tickets for a play.
 - e) He couldn't decide whether to wait for her leave without her.
 - f) She's always loved baking cakes knitting.
 - g) You can't put that glass there it will fall off and break.
 - h) I got up very early that I could see the sunrise.
- 2) • Your friend has asked you to go to a restaurant for dinner on 2nd February and then go to a concert afterwards.
- He has suggested you go for dinner at 7 pm so that you can get to the concert for 10 pm (when it starts).
 - You would like to go for dinner, but you have to pick your brother up from work at 10.30 pm.

Write a short reply to your friend, explaining why you can only go for dinner.

Try to use the joining words 'so', 'because' and 'but'. You don't need to worry about layout.

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Using Joining Words to Add Detail

Use joining words to make your writing sound better

Joining words link parts of sentences **together**.

Example

I enjoy shopping. I like clothes. → I enjoy shopping **because** I like clothes.

Using 'because' joins the two sentences together and shows how they're connected.

'And', 'because' and 'so' add another point

Use 'and', 'because' or 'so' to add **more detail** to a sentence.

Example 1

I like reading books **and** magazines.

Example 2

Amy is happy **because** she won the lottery.

'because' and
'so' introduce
explanations.

Example 3

Jake is getting fit, **so** he goes jogging every night.

'But' and 'or' disagree with a point

1) Use 'but' to **disagree** with something that's just been said.

Example

Oliver usually has toast for breakfast **but** today he had cereal.

2) Use 'or' to give an **alternative**.

Example

We could go shopping tomorrow **or** we could go bowling.

Practice Questions

1) Underline the **verb** in each sentence.

- | | |
|--|---|
| a) We arrived at the restaurant early. | d) Everyone likes chocolate milkshakes. |
| b) I go to the gym every Thursday. | e) She came to the party on her own. |
| c) The whole family wanted a new car. | f) I work part-time in a bank. |

2) Underline **who** or **what** is doing the action in each sentence.

- | | |
|-------------------------------------|--------------------------------------|
| a) Rabbits often eat garden plants. | d) The supermarket is open all day. |
| b) I walked to the lake yesterday. | e) Anita showed me a funny photo. |
| c) He always drinks tea with sugar. | f) We are going to France next week. |

3) Underline **when** the action happens in each sentence.

- | | |
|-----------------------------------|---|
| a) He went to work early. | d) She goes swimming on Tuesdays. |
| b) Guinea pigs eat hay every day. | e) My brother goes running in the mornings. |
| c) The shop closes at 6 pm. | f) I'm going to Spain next week. |

4) Underline **where** the action happens in each sentence.

- | | |
|--|---|
| a) We often go to an Italian restaurant. | d) I visited the art gallery last week. |
| b) She loves travelling in Norway. | e) My dog sleeps in the living room. |
| c) Polar bears live in the Arctic. | f) They bought fruit from the shop. |

5) Read these notes from a village notice board. Rewrite the notes in full sentences.

cat missing yesterday
small, long-haired, black and white
last seen in garden
if any information let owner know

.....

.....

.....

.....

.....

.....

Using Sentences

Always write in sentences

- 1) You get marks for using **full sentences** in the writing test.
- 2) You should only use **notes** in your **plan**.
- 3) Turn your notes into **full sentences** when you **draft** your answer.

A sentence must make sense on its own

- 1) Every sentence needs an **action word** and **somebody** to do it.
- 2) A **verb** is an action word. It tells you **what happens** in a sentence.

Example

My friend **reads** the newspaper.

This is the verb.

- 3) A sentence needs **someone** or **something** to 'do' the verb.
- 4) Other parts of a sentence can tell you **when**, **where** or **how** the action happens.

Example

The man is doing
the action.

The man goes to the shop every day on his bike.

where

when

how

- 5) They can also show **who** or **what** the action is being done to.

Example

I visited my **neighbour**.

The visiting was 'done'
to the neighbour.

Make sure your sentences are straight to the point

- 1) Make sure your sentences aren't **too long** or **confusing**.
- 2) If a sentence is too long, **split** it into **two shorter sentences**.

Example

I think that people should eat more fruit because it will make them healthier and it could also help them live longer.

This sentence is
quite long and
difficult to read.

I think that people should eat more fruit because it will make them healthier. It could also help them live longer.

This sentence is much
easier to read. The
ideas have been split up.

Practice Questions

You read the comments below on an internet forum.

Members — have your say! [Post a reply](#) [Start a new thread](#)

Should you be sent to prison for not recycling?

Katie Site Moderator **Posted: 8th April 21:27**

I think there should be a law that imprisons people for not recycling properly. It's so easy to recycle these days, and it's only selfish people who don't bother to do it. We've all got to share this planet, and if people don't recycle, then they'll ruin it for everyone else. A month or two in prison will quickly stop people from being selfish and make everyone recycle.

Re: Should you be sent to prison for not recycling?

All Forum Member **Posted: 8th April 21:42**

I think that imprisoning people for not recycling is a foolish idea because recycling is a waste of time. It makes no difference to the world if I don't bother to recycle. Nobody will notice if I've not carefully sorted my cans and my plastics into seventeen different containers. We should all spend our time doing something more productive, such as gardening or knitting.

Write your own comment for the Enviro Forum giving your views about whether people should be sent to prison for not recycling. Do not just repeat what has already been said — try to come up with your own ideas. Use the space below to plan your answer. Make sure your spelling punctuation and grammar are correct.

Writing About Your Opinions

Sometimes you'll need to give your opinion

- 1) You may be asked if you **agree** or **disagree** with something.
- 2) This means you need to give **your own opinion**.

You'll have to give your opinion if you're writing a review or a response to a forum.

Give evidence to support your opinions

- 1) Your opinion **can't** be **right** or **wrong**...
- 2) ...but you have to **back up** your opinion with **evidence**.

Example

Parents, not schools, should be responsible for teaching their children to read. **Children learn more quickly when they are taught one-to-one.**

This is the writer's opinion.

This is the evidence to support the writer's opinion.

- 3) Your opinion will sound **more convincing** if it's supported by **evidence**.

You might find it difficult to pick your opinion

- 1) It's fine to **argue both sides** of an argument...
- 2) ...but you should try to reach a **conclusion**.

Example

I think that the new supermarket will bring jobs to the area and cheaper prices for food. Unfortunately, it will also bring more traffic, and it will force local businesses to close. **As a result, I am against the new supermarket, because it will bring more negatives than positives to the area.**

This is one opinion. It's in favour of the new supermarket.

This is another opinion. It's opposed to the new supermarket.

Here the writer has chosen one opinion over the other.

- 3) Even if you **disagree** with someone, your language should be **polite** and **respectful**.

Practice Questions

) You want to enter the competition below.

A Deserved Break

Here at Relax Holidays, we're giving away a free 7-day holiday to Barbados to whoever we think really deserves a break. So, if you're someone who works really hard and has no time to relax, or someone who has gone through a tough patch and needs to get away from it all, get in touch. Write us a short letter, and give us plenty of reasons why you think you deserve a break. Who knows, you might get that break you deserve.

Contact us at: Relax Holidays, 4 Mill Street, Holloway, London, N7 7DE

Write a letter to persuade the staff at Relax Holidays to award you the free holiday. Remember to:

- give reasons why you should be chosen
- write persuasively
- lay out your letter correctly

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Writing Persuasively

Persuasive writing convinces the reader to do something

- 1) You need to be **persuasive** in a lot of **different types** of writing.
- 2) If you're writing an **email** asking for **sponsorship**, then you need to be **persuasive**.
- 3) In a **letter of complaint** you might try to **persuade** the reader to give you a **refund**.
- 4) You might need to write **persuasively** to get someone to **take part** in an **activity**.

Explain why the reader should do what you want them to

To be persuasive you need to **give reasons why** someone should do something.

Example

You should donate £5 a month to the 'Build a Well' foundation because your money will provide clean and safe water to hundreds of people.

This gives the reader a reason why they should donate.

Persuasive writing makes the reader feel something

- 1) Use **descriptive words** in persuasive writing.
- 2) These descriptive words can make the reader **feel a certain emotion**.

Example


These animals are forced to live in appalling conditions. Their cruel owners don't feed them properly and keep them in tiny cages. You can put a stop to this.

These words make the reader feel angry.

- 3) Using words like '**you**' and '**your**' makes a text **more persuasive**.
- 4) This is because it sounds like you are **talking directly** to the **reader**.

Practice Questions

You receive the email below from someone you work with.

 Send	From: vikram.shah@officemail.co.uk
	To: you@officemail.co.uk
	Subject: New Employees Leaflet

Hello

I'd like you to put together a leaflet which will encourage people to apply for a job at this company. I'd like you to provide as much information as possible about the office here, the area where we are located and the benefits of working for this company.

I look forward to seeing what you come up with.

All the best
Vikram

Write a leaflet which:

- tells people what the company you work for is like
- gives information about the area in which your company is located
- persuades people to apply for a job at your company

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Writing Leaflets

Leaflets can have different purposes

- 1) Leaflets often provide **information** about something. For example, buying a house.
- 2) Leaflets can also **persuade** a reader to do something. For example, donate blood.

Know who your audience is

- 1) You need to make sure the **language** and **style** used in the leaflet **suits** its **audience**.
- 2) You might use **formal** and **serious language** for a leaflet about fire hazards at home.
- 3) You might use **chatty** language for a leaflet **persuading** readers to visit a museum.

The information in a leaflet needs to be laid out clearly

Example

Lift Heavy Objects Safely

Being able to lift heavy objects at work safely is very important because otherwise you can risk hurting your back. A back injury can be very painful and it could stop you from working for a long time.

Seven tips to avoid back injuries:

- 1) Work out how heavy the object is. If it is too heavy for you to lift then do not try to lift it.
- 2) Stand close to the object with your legs apart.
- 3) Bend your knees and keep your lower back straight.
- 4) Breathe out as you lift the object.
- 5) You must keep your shoulders and feet lined up.
- 6) Do not twist your body when you are lifting.
- 7) Do not drop or throw anything that you are lifting.

If you suffer from back pain then please speak to Denise in Human Resources or visit your doctor.

Annotations:

- Give your leaflet a title. (points to the title)
- Use the first paragraph to give a summary of your leaflet. (points to the first paragraph)
- You could use subheadings in your leaflet. (points to the subheading 'Seven tips to avoid back injuries:')
- You can break up the information into bullet points or numbered lists. (points to the numbered list)
- This leaflet uses formal and serious language. (points to the text)
- Provide as much information as possible. (points to the final paragraph)

Practice Questions

1) Read the article below.

Burnham Community Theatre to Close

It was announced today that Burnham Community Theatre will close to make way for a new car park in the town centre. The Community Theatre, which provided Saturday drama classes for children, has been an important part of Burnham for 15 years. At one point, the Theatre staged a new play every fortnight, and its Christmas pantomime sold out every year. Burnham's theatre goers will now have to travel up to 50 miles to see a play. Some residents are in favour of the new car park because it will create 460 parking spaces and will help to reduce parking problems in Burnham. Businesses and shops in the town centre believe that the new car park will help attract shoppers and boost their sales.

Write a report about how the council's plans might affect Burnham. Think about:

- the positives of the new car park
- the negatives of the Community Theatre closing

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Writing Reports

Reports provide information

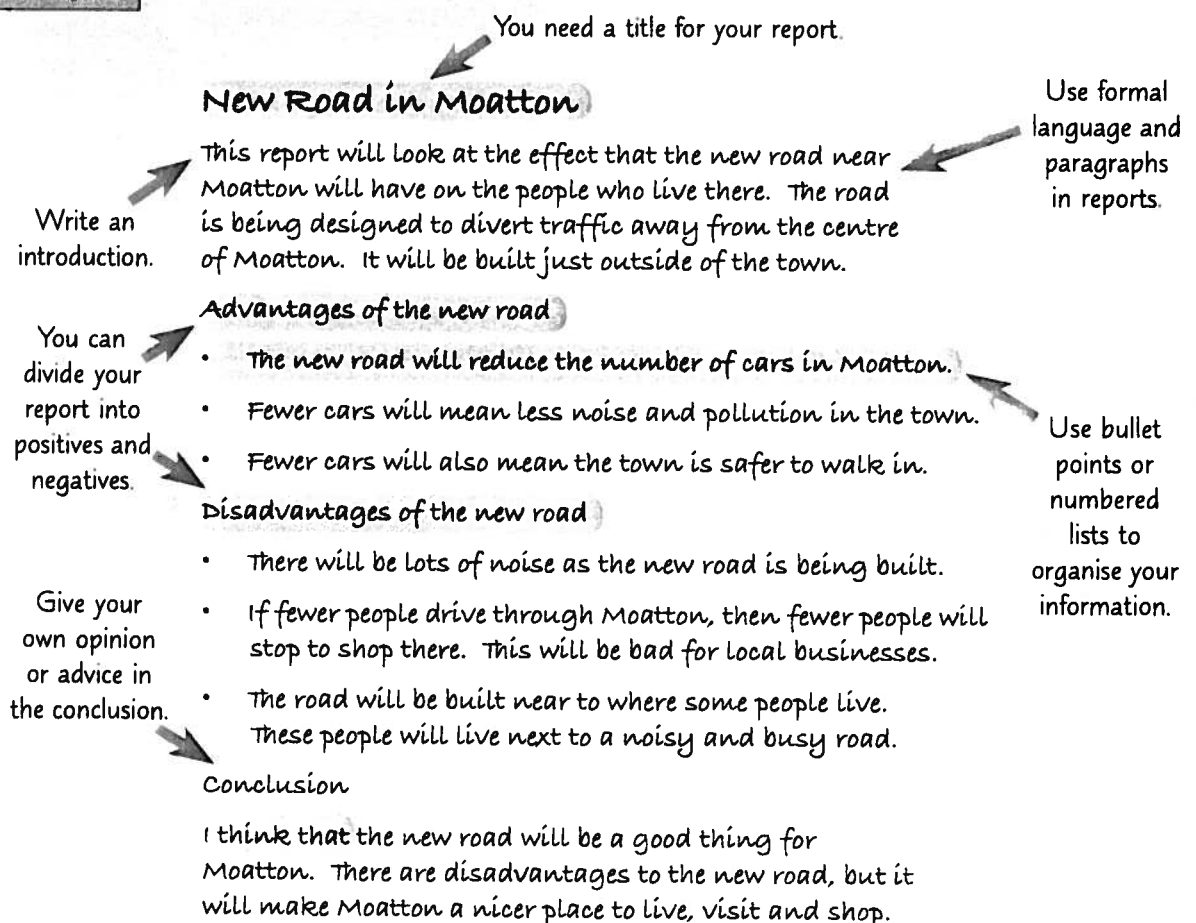
- 1) Reports give the reader **information** and **recommendations** about something:
- 2) They need to be **formal** and **informative**.

Reports summarise an issue

- 1) Write an **introduction** for your report to **explain** the issue you're writing about.
- 2) The main part of your report will **summarise** the **important points** about the issue.
- 3) In your **conclusion** you'll give your **advice** or **opinion** about the issue.

Reports should be balanced

Example



Practice Questions

1) You went to the event below.

Charity Dinner for the Jane Bauer Foundation

On Saturday 21st September the Jane Bauer Foundation held a charity dinner in order to raise money for the local hospital. The dinner included an auction, a speech by the head of the Jane Bauer Foundation (Mr James Johnson) and a raffle with a selection of great prizes. The event raised more than its target of £2,500.

Write a newspaper article about the event. Think about:

- the layout of your article
- the content of the article
- the tone of the article and who you are writing for

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Writing Articles

Articles appear in newspapers or magazines

- 1) Articles are usually **formal** texts which **inform** the reader about something.
- 2) When you're writing an article, you might want to **persuade** the reader to **agree** with your **point of view**.
- 3) Use **facts** and **figures** to **provide information** and to **support your opinion**.

Think about the structure of your article

An answer to an **article question** might look like this.

Example

You organised an event for the children in your local community.
Write an article for a local newspaper informing readers about the event.

Your article needs a headline or a title.

Your first paragraph can be a summary of what your article is about, or your most important point.

Rewarding and Worthwhile

volunteering to organise an event in your community is a tiring but enjoyable experience. It is a great way to have fun, meet new people and gain some life skills.

Write in paragraphs and use formal language.

Not a moment's rest

I volunteered to organise a football tournament for boys and girls under 12. It was my responsibility to set up the pitches properly and make sure the children were supervised at all times. Keeping track of 48 children was hard, and I was constantly running around after them. One of the volunteers I worked with said, "I bet I am more tired than the footballers at the end of the day." She was right.

Subheadings can break up the text.

A great experience

It was lovely seeing the whole community coming together to provide an enjoyable day for the children. I learnt a lot about how to work with other people and how to organise an event like this. These are skills that I think that I could use in the future.

You can include quotes from people in your article.

Get involved

I found the whole experience very rewarding and I would encourage more young people to volunteer for similar events. Our local communities will really benefit if more people get involved with events like these.

The last paragraph can be a summary or conclusion.

Practice Questions

You see the advert below.

Mitterdon Community Centre is a local centre where young people can learn new skills, play sports and engage in team-bonding exercises in a safe environment. We are looking for someone to volunteer to run a sports or craft programme. Please contact Mrs Susan Holt to apply. The address is: Mitterdon Community Centre, 19 Church Street, Stockport, SK8 7DN. Remember to include any relevant experience you might have and a brief explanation why you would be the right person for the role.

Write a letter to volunteer for the organisation described above. Think about:

- the layout of the letter
- the content of the letter
- the tone of the letter and who you are writing for

Use the space below to plan your answer. Write your answer on a separate piece of paper. Make sure your spelling, punctuation and grammar are correct.

Writing Letters

Formal letters are for people you don't know

- 1) Start with a **formal greeting**. For example, 'Dear Sir/Madam' or 'Dear Mr Jones'.
- 2) **End** with 'Yours sincerely' if you know their name, or 'Yours faithfully' if you don't.
- 3) Avoid **slang**, **exclamation marks**, **abbreviations** and **text language**.

Informal letters are for people you know well

- 1) Start with the **name** of who you're sending it to.
- 2) **End** with something like 'Best wishes' or 'See you soon'.
- 3) You can be more **chatty**, but make sure your spelling and grammar are correct.

Follow the rules for writing letters

There are some things that all **letters** need.

Example

Put the name or the title of the person you're writing to.

Manager of Loans Department
Local Bank

Write their full address.

67 Old Road
Copplestone
Devon
EX17 9HF

16 Victoria Street
Umberside
Devon
EX12 7SQ
12th July

Write your address in the top right corner.

Put the date under your address.

Use the person's name if you know it.

Dear Sir / Madam,

Use paragraphs.

Start by explaining why you're writing.

I am writing to you about the loan
I am hoping to take out. The reference number is 74905/)...
... I hope this change will not cause any problems.
Please let me know if this will be possible.

The main part of your letter would go here.

Yours faithfully

Mr Stan S. Sitwell

Write your full name for formal letters or just your first name for informal letters.

Using Joining Words to Link Ideas

Joining words can help structure your writing

Use **joining words** to link your **sentences** together to make **paragraphs**.

Example

I agree that traffic is a problem on our roads, **however** drivers need to use their cars to get to work. **Therefore**, I am against the ban on cars.

‘However’ and ‘therefore’ make this paragraph flow better.

Use joining words to put your points in order

- 1) Use **‘firstly’** to introduce your **most important point**.

Example

Firstly, I think the most important issue is obesity...

‘Firstly’, ‘secondly’ and ‘finally’ are usually only used in formal texts.

- 2) Use **‘secondly’** to make your **next point**.

Example

Secondly, another issue is P.E. in schools...

You could use ‘in addition’, or ‘furthermore’ instead of ‘secondly’.

- 3) Use **‘finally’** to round off your argument.

Example

Finally, I want you to make school meals healthier...

You could use ‘in conclusion’ or ‘therefore’ instead of ‘finally’.

Use ‘however’ and ‘therefore’ to develop your writing

- 1) Use **‘therefore’** to explain a result.

Example

Zoos are cruel, **therefore** I think they should be banned.

You could also use ‘so’ or ‘as a result’.

- 2) Use **‘however’** to disagree with something that has just been said.

Example

Litter is a big problem, **however** graffiti is an even bigger issue.

You could also use ‘despite this’ or ‘nevertheless’.

Using Joining Words to Link Ideas

Use 'for example' to add an example

Use 'for example' to back up your point.

Example

Owning a pet can be expensive, **for example** costly vet's bills.

You could also use
'for instance'.

Practice Questions

1) Choose 'therefore', 'for example' or 'however' to complete these sentences.

- a) I broke my leg, I couldn't play football.
- b) It was very rainy, it was still quite warm.
- c) I'm a really bad cook, I once set the oven on fire.
- d) The tyres need changing, the lorry isn't safe to drive.
- e) I want to go somewhere warm on holiday this year, Greece or Spain.
- f) He was angry when he got to work, he cheered up later in the day.

2) Use 'firstly', 'secondly', 'therefore', 'for example' and 'however' to complete this text.

....., the main argument for banning mobile phones is that they can be harmful. They can cause all sorts of problems,, if they are used while driving, they can lead to road traffic accidents.

....., mobile phones are bad for your health. Some reports suggest that texting could cause arthritis.

..... mobile phones have become an important part of everyday life, and they help people stay in touch with their friends and family.

..... I think we should think carefully about how much we use mobile phones, and try to avoid using them where possible.

Using Different Verb Tenses

A verb is a doing or being word

Verbs tell you what something **does** or **is**.

Example 1

Jane **manages** the store.

This is a 'doing' word.

Example 2

Jane **is** the store manager.

This is a 'being' word.

Use the present tense to say what is happening now

Most verbs in the **present tense** follow the same **verb pattern**:

Example

If you're writing about 'I', 'you', 'we' or 'they', you don't need to change the verb.

I	cook
you	cook
we	cook
they	cook

he	cooks
she	cooks
it	cooks

If you're writing about 'he', 'she' or 'it' you need to add an 's' to the end of the verb.

How you change the verb depends on who is doing it

Use the **verb pattern** to work out the correct ending.

Example 1

I **cook** the potatoes.

The verb table shows that you don't need to change the verb when you're writing about 'I'.

Example 2

She **cooks** roast beef.

You need to add an 's' to the verb because you're talking about 'she'.

Example 3

They **sell** cars.

You don't need to change the verb when you're writing about 'they'.

Example 4

It **sells** groceries.

You need to add an 's' to the verb because you're talking about 'it'.

Using Different Verb Tenses

Use the past tense to say what has already happened

- 1) Most verbs need 'ed' at the end to make them into the past tense.

Example 1

ask → I asked

Example 2

talk → they talked

- 2) If the verb already ends in 'e', just add a 'd' to the end.

Example 1

bake → she baked

Example 2

chase → he chased

Not all past tense verbs add 'ed'

- 1) Some common verbs **act differently**.

Examples

Verb	Past Tense
to do	did
to have	had
to see	saw
to get	got
to take	took

Verb	Past Tense
to be	was / were
to go	went
to make	made
to come	came
to think	thought

Use 'was' for 'I', 'he', 'she' and 'it'.
Use 'were' for 'you', 'we' and 'they'.

These are just a few examples. There are other verbs that act differently too.

- 2) Some verbs **don't change** at all in the past tense.

Examples

put cut let set cost hit

Example 1

He **cut** his finger yesterday.

Example 2

We **hit** our targets last month.

Using Different Verb Tenses

Use the past tense with 'have' to talk about recent actions

- 1) The past tense with 'have' uses **two parts**.
 - The first part is 'has' or 'have'.
 - For most verbs, the second part is the **same** as the normal past tense.
- 2) Use 'have' with 'I', 'you', 'we' and 'they'. Use 'has' with 'he', 'she' and 'it'.

Example

walk

This is the past tense of 'walk'.

He **walked**

This is the past tense with 'have'.

He **has walked**

- 3) For some verbs, the second part is **different** to the normal past tense.

Verb	Past with 'have'
to do	has / have done
to be	has / have been
to see	has / have seen

Verb	Past with 'have'
to go	has / have gone
to write	has / have written
to take	has / have taken

Example

take

They **took**

They **have taken**

There are two ways to talk about the future

- 1) Talk about future actions by using 'am', 'is' or 'are' and the verb 'going'.

Example 1

I **am going** to sing.

This is the present tense of the verb 'to be'.

Example 2

We **are going** to drive.

Always use a verb with 'to' in front of it after 'going'.

- 2) Or you could use 'will' with a present tense verb.

Example 1

We **will** dance.

Example 2

You **will** cry.

Example 3

They **will** come.

The 'will' part doesn't change. The only bit that changes is who will do the action.

Practice Questions

1) Rewrite each sentence in the past tense. Use the normal past tense (not with 'have').

a) Sarah walks to the park.

.....

b) She has pasta for dinner.

.....

c) I see a field of sheep on the way to work.

.....

d) He asks her for a lift to the station.

.....

e) We go to the festival.

.....

2) Circle the correct verb to complete each sentence.

a) Andy **writes** / **write** a letter.

e) They often **goes** / **go** out on Friday.

b) Becky always **wear** / **wears** dresses.

f) I **play** / **plays** the piano.

c) I **have** / **has** two dogs and a cat.

g) Abby never **does** / **do** any exercise.

d) Their course **was** / **were** very difficult.

h) We always **bake** / **bakes** cakes.

3) Rewrite these sentences in the future tense. Use the future tense with 'will'.

a) I made an apple crumble.

.....

b) He came to football practice.

.....

c) They were angry.

.....

d) The horse ate lots of grass.

.....

Common Mistakes With Verbs

A verb must agree with the person doing the action

- 1) Check **who** is doing the action to work out if the **verb** should **change**.

Example 1 'James and I' means 'we'. There is more than one person 'doing' the action.
 James and I **were** upset. → **We were** upset. Never say 'we was'. This doesn't make sense and will lose you marks.

Example 2 'James' means 'he'. There is only one person 'doing' the action.
 James **was** upset. → **He was** upset. 'to be' becomes 'was' when 'he', 'she' or 'it' is doing the action.

- 2) To say 'there is' or 'there are', use the right '**being**' word to match the person.

Example 1
 There **is** one team leader.

Example 2
 There **are** two team leaders.

Use 'is' for one person or thing. 'Are' is for more than one.

'Been' and 'done' always go with 'have' or 'has'

Always use '**have**' or '**has**' when you write '**been**' or '**done**'.

Example 1
 I **have been** ill this week.
 You can't miss out the 'have' part.
 'I been' doesn't make sense.

Example 2
 He **has done** the cleaning.
 You can't miss out the 'has' part.
 'He done' doesn't make sense.

Don't confuse 'could've' with 'could of'

- 1) Always write '**could have**'. Never write 'could of' because it doesn't mean anything.
 2) It's the same for '**might have**' and '**should have**'.

Example
 He **could have** watched the match. He **should have** recorded it.
 It's always 'could have'. You can't say 'could of' or 'could has'.

Common Mistakes With Verbs

Don't means 'do not' and 'doesn't' means 'does not'

1) Use **'don't'** with 'I', 'you', 'we' and 'they'.

2) Use **'doesn't'** with 'he', 'she' and 'it'.

Example 1

I **don't** want to leave.

This is short for 'I do not'.

Example 2

He **doesn't** drink coffee.

This is short for 'He does not'.

Practice Questions

A verb in each of these sentences is wrong. Rewrite the sentence without any mistakes.

a) There are one cat.

.....

b) James don't work on Mondays.

.....

c) We was on the train to London.

.....

d) The men have being on holiday.

.....

2) Rewrite each sentence so that it makes sense.

a) She might of broken her leg.

.....

b) They could of cleaned the house.

.....

c) I should of gone with him to the bank.

.....

Punctuating Sentences

Every sentence should start with a capital letter

- 1) Every sentence should begin with a capital letter.

Example

The supermarket is always open.

- 2) Some words begin with a capital letter even in the middle of a sentence.

Example 1

Friday May

Days of the week and
months of the year.

Example 2

Leeds Spain

Names of places, like
cities and countries.

Example 3

Tim Smith

Names of people.

Example 4

He said I was kind.

Never write 'i' —
always use a capital.

Most sentences end with a full stop

- 1) Use a **full stop** to show that your sentence has **finished**.

Example

The fridge was shaking. He looked behind it.

You need a full stop and a capital
letter every time you finish one
sentence and start another.

- 2) Use an **exclamation mark** if you're saying something really **amazing**.

Example

I realised it was about to explode!

- 3) Most sentences aren't amazing, so **don't** use **too many** exclamation marks.
- 4) If you're not sure, use a **full stop** instead.

Questions end with question marks

- 1) A question should **start** with a **capital letter**...
- 2) ...but it should end with a **question mark** instead of a full stop.

Example

Is he angry?

Use a question mark here.
You don't need a full stop as well.

Practice Questions

- 1) Use capital letters and full stops to write these sentences correctly.
You might need to write two sentences instead of one.

a) the trees in scotland were about 50 ft high

.....

b) on monday he slipped and fell over crossing the river

.....

c) hiking isn't much fun with the wrong shoes

.....

d) I don't know where he is he might have gone shopping in manchester

.....

.....

e) polar bears are known to be violent i hope we don't see one

.....

.....

f) he advertised his sofa in the newspaper he sold it for £100

.....

.....

- 2) Use a full stop, an exclamation mark or a question mark to end each sentence correctly.

a) Why are there so many horror films out at the moment...

b) It turned out that his own brother was the villain... That surprised everyone...

c) We went to see the football last night... The second half was amazing...

d) That's awful... We should do something about it...

e) How can you like that band... I don't think they're any good...

f) They've sold more records this year than last year... How have they done that...

g) There were slugs on the garden path... One crawled in my shoe...

Using Commas

Commas separate things in a list

- 1) **Commas** can **break up lists** of **three or more things**.
- 2) Put a **comma** after **each thing** in the list.
- 3) Between the **last two things** you **don't need a comma**. Use '**and**' or '**or**' instead.

Example

Today I ate a banana, a pear, some chocolate and a sandwich.

Commas split up the information
so it's easier to read.

You don't need a comma here.

Commas can join two points

- 1) **Two sentences** can be **joined** using a **joining word** and a **comma**.
- 2) **Joining words** are words like '**and**', '**but**' and '**so**'.
- 3) The comma is added **before** the joining word to show where the new sentence **begins**.

Example

I was thirsty today, so I drank lots of water.

The comma and 'so' join the
two sentences together.

Don't use too many commas.
Shorter sentences
separated with full stops
are easier to understand.

Commas can separate extra information

- 1) **Extra information** in a sentence can be **separated** using **commas**.
- 2) Extra information adds **detail**, but you **don't need it** for the sentence to **make sense**.

Example

The restaurant, which was open all night, had great-value meals.

The bit in between the commas is extra information.

- 3) To check if you've used these commas correctly, **remove** the words **inside** the **commas**.

Example

The restaurant had great-value meals.

If the sentence still
makes sense, then you're
using them correctly.

Using Commas

Extra information can begin or end a sentence

1) Sometimes the extra information can come at the **start** of a sentence.

2) In this case, you only need to use **one** comma rather than **two**.

Example

When he had chosen a car, Chris signed the contract.

→ The first bit of the sentence is extra information, it's separated from the second part with a comma.

3) The extra information could also come at the **end** of the sentence.

4) In this case, you **don't** need to use a comma to separate the two parts of the sentence.

Example

Chris signed the contract when he had chosen a car.

→ When the extra information comes **after** the main information, it doesn't need a comma.

Practice Questions

1) Correct these sentences by putting commas in the right places.

- a) You need to add cinnamon nutmeg and vanilla to the cake mix.
- b) The cat which looked like a stray was very friendly.
- c) James injured his shoulder so he couldn't go bowling.
- d) The bookshop sells biographies thrillers and romances.
- e) Although the cinema was full it was completely silent.
- f) Would you like chocolate chip vanilla or strawberry ice cream?
- g) They were going to go to the concert but they missed the bus.
- h) Alex Johns who was my best man never made it to the wedding.
- i) Our team reached the finals so we went out to celebrate.
- j) I want chopped onions lettuce peppers and tomatoes in my sandwich.
- k) Jim and Maher were going to London but they changed their minds.
- l) The flat-pack table which had instructions with it was easy to build.
- m) The café which sold lots of different types of tea was very popular.

Using Apostrophes

Apostrophes show that letters are missing

- 1) An **apostrophe** looks like this — ' .
- 2) Apostrophes show where letters have been **removed**.

Example 1

we are



we're

The apostrophe shows that the 'a' of 'are' has been removed.

Example 2

I will



I'll

The apostrophe shows that the 'w' and 'i' of 'will' have been removed.

Apostrophes show something belongs to someone

Use an **apostrophe** and an **'s'** to show that someone **owns** something.

Example 1

The car belonging to Ruth



Ruth's car

The apostrophe and the 's' shows that the car belongs to Ruth.

Example 2

The gym belonging to Mr James



Mr James's gym

Even if a word ends in 's', you still add an apostrophe and an 's'.

'it's' and 'its' mean different things

- 1) **'It's'** with an apostrophe means 'it is' or 'it has'.
- 2) The **apostrophe** shows that there are **letters missing**.

Example

It is time for lunch.



It's time for lunch.

The apostrophe shows that the 'i' is missing from 'is'.

- 3) **'Its'** without an apostrophe means 'belonging to it'.

Example 1

The dog loved its new toy.

This shows that the toy belongs to the dog.

Example 2

The shop was changing its name.

This shows that the name belongs to the shop.

Using Apostrophes

Don't use apostrophes for plurals

Never use an apostrophe to show that there's **more than one** of something.

Examples

two phones NOT two phone's

some ducks NOT some duck's

This is wrong.

Practice Questions

1) Shorten these phrases by putting apostrophes in the correct places.

- | | |
|-------------------|--------------------|
| a) have not | d) could not |
| b) you will | e) you are |
| c) I would | f) did not |

2) Rewrite these sentences using apostrophes to show who owns what.

- a) the car park belonging to the office

.....

- b) the sweets belonging to the child

.....

- c) the fingerprints belonging to the burglar

.....

- d) the uniform belonging to the nurse

.....

3) Circle the correct word to use in each sentence.

- a) **It's** / **Its** not surprising that **it's** / **its** fallen over.
- b) The team won **it's** / **its** final match. **It's** / **Its** unbelievable!
- c) **It's** / **Its** so nice to see your cat and **it's** / **its** kittens.

Using Inverted Commas

There are two types of inverted commas

- 1) **Single inverted commas** look a bit like apostrophes ‘ ’. They always come in **pairs**.
- 2) One goes at the **beginning** of a word or phrase, the other goes at the **end**.

Example 1

‘Trainwatching’ is a great song.

There’s an inverted comma at the beginning and end of the word.

Example 2

Have you seen ‘Darkshine’?

- 3) **Double inverted commas** look like a pair of single inverted commas — “ ”.

Example 1

“I’ll come to yours at 7 pm.”

Like single inverted commas, double inverted commas always come in twos.

Example 2

“Stop right there,” she said.

Single inverted commas are used for titles

Titles of things, for example books or films, usually go inside **single inverted commas**.

Example 1

He bought a copy of ‘On the River’.

Example 2

I watched ‘The Z Factor’ last night.

Double inverted commas are used to quote

Double inverted commas go around the **actual words** that **someone** says.

Example 1

“How are you?” he asked.

These are sometimes called quotation marks.

Example 2

“I hate the gym,” she said.

You can use single inverted commas around speech too.

It doesn’t matter which you use, as long as you are consistent.

Practice Questions

1) Correct these sentences by putting single inverted commas in the right places.

- a) Have you read his new book, Glimpsing Heaven ?
- b) It's the first time I've ever seen The Woman in Blue .
- c) The Sparkshire Herald is full of interesting articles .
- d) Come Dance With Me is my favourite TV programme .

2) Rewrite these sentences using double inverted commas in the correct places.

- a) Happy Birthday! we all shouted together.

.....

- b) Get out and never come back! he shouted at us.

.....

- c) Have you got the time? the old man asked.

.....

- d) She said, I want you to start calling earlier in the evening.

.....

- e) I've forgotten my work boots again, complained Craig.

.....

- f) The supporters shouted, Come on Hadych! You can do it!

.....

Spelling Tricks

The 'i' before 'e' rule

- 1) 'i' and 'e' often appear **next to each other** in a word.
- 2) This means it can be **tricky to remember** which comes **first**.
- 3) Use the **'i' before 'e' rule** to help:

'i' before 'e' except after 'c', but only when it rhymes with 'bee'.

Example 1

believe

The 'ie' sound rhymes with 'bee', so 'i' goes before 'e'.

Example 2

receive

The 'ie' sound rhymes with 'bee', but there's a 'c' so the 'e' goes before 'i'.

Example 3

eight

The 'ie' sound doesn't rhyme with 'bee', so 'e' goes before 'i'.

Example 4

science

The 'ie' sound comes after 'c', but it doesn't rhyme with 'bee', so 'i' goes before 'e'.

A few words don't follow the rule

Watch out for these **tricky examples**.

Example 1

weird seize caffeine

Exceptions that put 'e' before 'i' that rhyme with 'bee'.

Example 2

species

The 'i' goes before the 'e', even though it comes after 'c' and rhymes with 'bee'.

If you're not sure about the spelling of a word, check your dictionary.

Use memorable phrases to help you spell tricky words

Make up **sentences or phrases** to remind you how words are spelled.

Example 1

Rhythm Has Your Two Hips Moving → rhythm

The first letter of each word in this phrase helps you spell 'rhythm'.

Example 2

There's a rat in separate ←

Remembering smaller words can help you spell longer words.

Practice Questions

1) Rewrite each word so that it is spelt correctly. Some words may already be correct.

- | | |
|------------------|-----------------|
| a) recieve | d) fierce |
| b) science | e) freind |
| c) acheive | f) wierd |

2) Think of four words that you find tricky to spell. Look up the spelling of each word in a dictionary and write it in the box. Think of a phrase that will help you remember how to spell it.

.....

.....

.....

.....

.....

.....

.....

.....

Making Plurals

Plural means 'more than one'

- 1) To make most words **plural**, you add an 's' on the **end**.

Example

one dog → two dogs NOT two dog's ← Never use an apostrophe to show that a word is plural.

- 2) If a word **ends** with 'ch', 'x', 's', 'sh' or 'z', put 'es' on the **end** to make it plural.

Examples

two torches some foxes many glasses three dishes the waltzes

Words ending with 'y' have different rules

- 1) Some words end with a **vowel** ('a', 'e', 'i', 'o' or 'u') and then a 'y'.

- 2) To make these words **plural**, put an 's' on the end.

Examples

two trays four alleys five guys ← All these words end in a vowel and 'y', so they just need an 's'.

- 3) Some words end with a **consonant** (any letter that isn't a **vowel**) and then a 'y'.

- 4) To make these words **plural**, change the 'y' to an 'i' and then add 'es' on the **end**.

Example 1

cry → cries

Example 2

county → counties ← 't' is a consonant, so the ending changes.

Words ending with 'f' or 'fe' need a 'v'

- 1) To make words ending with 'f' **plural**, change the 'f' to a 'v' and add 'es'.

Example 1

one shelf → two shelves

Example 2

a thief → three thieves

- 2) To make words ending with 'fe' **plural**, change the 'f' to a 'v' and add 's'.

Example 1

one wife → two wives

Example 2

a knife → three knives

Making Plurals

Some words don't follow a pattern

- 1) To make some words **plural**, you have to change the **spelling** of the word.

Example 1

tooth → teeth

Example 2

woman → women

Example 3

mouse → mice

- 2) Some words **don't change at all**.

Examples

fish

deer

sheep

You would always say 'two sheep', never 'two sheeps'.

Practice Questions

- 1) Write the plural of each word.

- | | |
|------------------|-------------------|
| a) cinema | e) baby |
| b) Friday | f) half |
| c) brush | g) reindeer |
| d) journey | h) monkey |

- 2) Rewrite each of these sentences with the correct plurals.

- a) The boyes ate all the peachs.

.....

- b) The puppys played in the leafs.

.....

- c) Spys always carry knifes.

.....

- d) The branches were burnt to ashs.

.....

Adding Prefixes and Suffixes

Prefixes and suffixes are used to make new words

- 1) **Prefixes** are **letters** that are added to the **start** of words.
- 2) When you add a **prefix**, it **changes** the **meaning** of the word.

Example 1

un + well → unwell

Example 2

dis + agree → disagree

- 3) **Suffixes** are letters that are added to the **end** of words.
- 4) When you add a **suffix**, it also **changes** the **meaning** of the word.

Example 1

safe + ly → safely

Example 2

play + ful → playful

Words ending in 'ful' are spelt with only one 'l'.

Adding a prefix doesn't change the spelling

If you add a **prefix** to a word, the **spelling** of the word **stays** the same.

Example 1

im + perfect → imperfect

Example 2

mis + place → misplace

The spelling of the prefix and the word don't change.

Adding a suffix might change the spelling

- 1) If you add a **suffix** to a word, sometimes the spelling **changes**.
- 2) If a word ends in an 'e' and the **first letter** of the suffix is a **vowel**, you **drop** the 'e'.

Example 1

care + ing → caring

Example 2

bake + er → baker

The vowels are 'a', 'e', 'i', 'o' and 'u'.

- 3) Some words end with a **consonant** and then a 'y'.
- 4) When you add a **suffix** to these words, change the 'y' to an 'i'.

Example 1

tidy + ness → tidiness

Example 2

cry + ed → cried

When you add a suffix, ignore the 'i' before 'e' rule.

Adding Prefixes and Suffixes

The C-V-C rule tells you when to double letters

- 1) If you're adding a **suffix** that begins with a **vowel**, you can use the **C-V-C rule**.
- 2) For most words, if the last three letters go **consonant - vowel - consonant (C-V-C)**...

Examples

commit

begin

fun

sit

← All these words
end with C-V-C.

- 3) ...you **double** the **last letter** when you add the **suffix**.

Example 1

sad + er → sadder

Example 2

commit + ing → committing

← 'ing' starts with
a vowel, so
double the 't'.

- 4) If the **first letter** of the **suffix** is a **consonant**, you **don't** double the last letter.

Example 1

dread + ful → dreadful

Example 2

tired + ness → tiredness

← 'ness' starts with a
consonant, so don't
double the 'd'.

Practice Questions

- 1) Rewrite these words so they are spelt correctly. Some words may already be correct.

a) stopper

d) repplay

b) hopefull

e) beautiful

c) lovely

f) misslead

- 2) Rewrite each of these sentences and correct the mistakes.

a) He tryed to help the joger.

.....

b) She was fameous for her kinddness.

.....

c) I am puting this sillyness behind me.

.....

Common Spelling Mistakes

Words with double letters can be hard to spell

- 1) It's tricky to spell words with **double letters** because you **can't hear them** when they're said.
- 2) **Learn** how to spell these **common** words with **double letters**.

Examples

address

necessary

tomorrow

success

eventually

different

possible

professional

immediately

occasionally

Silent letters and unclear sounds can be tricky

- 1) Sometimes you **can't hear** a certain **letter** when you say a word.
- 2) These are known as **silent letters**.

Examples

when

which

write

whole

know

could

before

doubt

- 3) Sometimes the **sound** in a word **isn't clear**.

Examples

because

company

decide

describe

horrible

business

complaint

definitely

experience

interesting

Make sure you learn all these tricky spellings

Make sure you're using the right word

- 1) '**A lot**' means '**many**', always write it as **two separate** words. '**Alot**' is **not** a real word.
- 2) '**Thank you**' is always written as **two words**.
- 3) '**As well**' is always written as two separate words. '**Aswell**' is **not** a real word.
- 4) '**Maybe**' means '**perhaps**'. '**May be**' means '**might be**'.

If you can swap in 'might be' then you're using the right version of 'may be'.

Example 1

Maybe I'll come to work early.

Example 2

He may be coming to work early.

Practice Questions

1) Each of these sentences has two mistakes. Correct the mistakes and rewrite the sentence.

- a) He will deside where to go tommorow.

.....

- b) Wich hotel have you stayed at befor?

.....

- c) The hole thing was diferent this time.

.....

- d) Do you know wen you shud call back?

.....

- e) May be it's just not posible.

.....

- f) What is the adress of that shipping cumpany?

.....

- g) My experiance has been horibble.

.....

- h) You should now how to act proffesionally.

.....

- i) Thankyou for dealing with my complint.

.....

- j) I will definately use your busness again.

.....

- k) It maybe a leak, but I dout it.

.....

- l) Is it neccesary to do this imediately?

.....

Commonly Confused Words

'Their', 'they're' and 'there' are all different

- 1) **'Their'** means 'belonging to them'.

Example 1

Their house started to crumble.

Example 2

He said their new flat was lovely.

- 2) **'They're'** means 'they are'.

Example 1

They're coming to tennis club.

Example 2

They're sending him a postcard.

- 3) **'There'** is used to talk about a **location**...

Example 1

The car is over there.

Example 2

He isn't there.

If you can replace 'they're' with 'they are' and the sentence makes sense, then you're using the correct one.

- 4) ...or to **introduce a sentence**.

Example 1

There is a problem with this microwave.

Example 2

There are three kittens.

Learn how to use 'to' and 'too'

- 1) **'To'** can mean 'towards', or it can be part of a **verb**.

Example 1

She's going to Peru.

When 'to' means 'towards', it's followed by a place or an event.

Example 2

He's going to come at 6 pm.

'To' is part of the verb 'to come'.

- 2) **'Too'** can mean 'too much', or it can mean 'also'.

Example 1

This car is too slow.

This version of 'too' often has a describing word after it.

Example 2

He enjoyed the play too.

When 'too' means 'also', it usually comes at the end of a sentence.

Commonly Confused Words

'Your' and 'you're' mean different things

- 1) **'You're'** means 'you are'.

If you can replace 'you're' with 'you are' and the sentence makes sense, then it's the right one.

Example

You're a really kind person.

- 2) **'Your'** means 'belonging to you'.

Example

Put your watch in the safe.

The watch belongs to you.

Don't confuse 'of' and 'off'

- 1) **'Off'** can mean 'not on'. **'Off'** can also mean 'away (from)'.

Example 1

Turn the water off.

Example 2

He is taking Friday off work.

- 2) **'Of'** is a linking word. It joins parts of a sentence together.

Example

The shed is full of angry wasps.

'Are' and 'our' sound alike

- 1) **'Are'** is a verb.

Example 1

You are very cheerful today.

Example 2

Are you coming over today?

- 2) **'Our'** means 'belonging to us'.

Example 1

Our new caravan is yellow.

Example 2

It's our favourite time of year.

Commonly Confused Words

'Been' and 'being' can sound the same

1) '**Been**' only ever comes after the words '**have**', '**has**' or '**had**'.

Example

I **have been** there before. My friend **has been** too. My aunt **had been** before us both.

2) '**Being**' comes after '**am**', '**are**', '**were**' or '**was**'.

Example 1

I **am being** helpful.

Example 2

They **are being** helped.

Example 3

We **were being** kind.

Example 4

Lucy **was being** thoughtful.

'Bought' and 'brought' mean different things

'**Brought**' is the past tense of '**bring**'. '**Bought**' is the past tense of '**buy**'.

Example 1

I **brought** a bag.

This means 'I have
a bag with me'.

Example 2

I **bought** a bag.

This means 'I
purchased a bag'.

Teach and learn are opposites

1) You **teach** information **to** someone else.

2) You **learn** information **from** someone else.

Example 1

I **teach** Italian **to** my mother.

Example 2

My mother **learns** Italian **from** me.

Practice Questions

- 1) Circle the correct word to use in each sentence.
 - a) **Their / There** is no way to get **off / of** this bus early.
 - b) **Are / Our** there **too / to** many people on board?
 - c) I hope **you're / your** joking when you say **you're / your** going to buy a snake.
 - d) **Their / They're** going to go **to / too** bed.
 - e) He was **being / been** careless with **you're / your** car.
 - f) Can you **learn / teach** me how to use **our / are** dishwasher?

- 2) Each of these sentences has two mistakes. Correct the mistakes and rewrite the sentence.
 - a) They bought they're dog into work.

 - b) There going to far this time.

 - c) She wants to learn her son how too be polite.

 - d) I think your tired off long hours.

 - e) I want too teach cooking from an expert.

 - f) Toby's being to the gym. Have you been going their too?

 - g) I brought it from that new shop over their.

 - h) Are you're children been naughty?

 - i) Their is the cake I bought into work.

Writing Test Advice

Always write a plan before you begin

- 1) Writing a **plan** will help you put your ideas in the **right order**.
- 2) You will get marks if your answer has a **clear beginning, middle and end**.
- 3) If you're given a **text** or some **bullet points**, use information from them in your plan.

Example

You are taking part in a half-marathon for a children's charity.
Write an email persuading your co-workers to sponsor you.

You should include:

- When the half-marathon is taking place.
- Why your co-workers should sponsor you.
- How your co-workers can sponsor you.

It might be helpful to write about the bullet points in the order they are given.

Your answer should include all these things.

- 4) You might need to **make up** some details, for example a business name.
- 5) If you **make up any details**, be **sensible** and make sure they add something **useful**.
- 6) Use any **similar experiences** you've had to make your writing more **believable**.

You get marked on spelling, punctuation and grammar

- 1) In the writing test, **correct spelling, punctuation and grammar** is worth a lot of marks.
- 2) **Never** use **text speak** even if you're asked to write an informal text.
- 3) If you're **copying** a word that's used in a source, make sure you spell it **correctly**.
- 4) Make sure your **handwriting is clear**, if it can't be read you could **lose marks**.

Make sure you do what the question asks

- 1) Make sure you **only** write down things that **answer the question**.
- 2) Leave yourself enough time to do **both parts** of the writing task.
- 3) Spend a few minutes **checking** through your work at the end.
- 4) Don't worry if you spot some **mistakes**, just try to correct them **neatly**.
- 5) Try and write between **200 and 300 words** for each text in the writing test.

There's more about correcting mistakes on p. 68.

Exercise A — Thank You Letter

You are a member of the car breakdown service shown below.

Car Mechanics Club

- Membership is only £24.99 a year
- We fix 90% of cars on the roadside
- We will be with you and your car within 45 minutes
- We operate 24 hours a day
- Our mechanics are friendly and polite

Address: Car Mechanics Club, 27 Elvet Road,
Swindon, Wiltshire, SN1 3LD

Your car broke down last week. The Car Mechanics Club sent a mechanic to help you. You were impressed with the service you received, and you want to write a letter to thank the car breakdown service.

You should include:

- An explanation of your breakdown.
- Why you were impressed by the service provided by the Car Mechanics Club.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.
- Set your letter out correctly.

You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise B — Email to Sportswoman

You are the events organiser for the charity shown below.



Healthy Hearts Trust

Healthy Hearts is a charity committed to helping people fight heart disease. We were founded in 1986 with the aim of encouraging healthy living and reducing heart disease. We raise money through a number of different activities including sponsored fun runs, raffles and charity dinners. The charity has raised money to buy equipment at local hospitals and it has provided life-saving advice to people about how to keep their hearts healthy.

You read a newspaper article about a sportswoman called Louise Fitzgerald who wants to do more to help promote local charities. Write an email persuading her to take part in a charity event you are organising. You can contact her at: louise.fitzgerald@sportmail.co.uk

You should include:

- What Healthy Hearts Trust does.
- What event you are organising.
- How she can help promote the charity's work.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.
- Set your email out correctly.

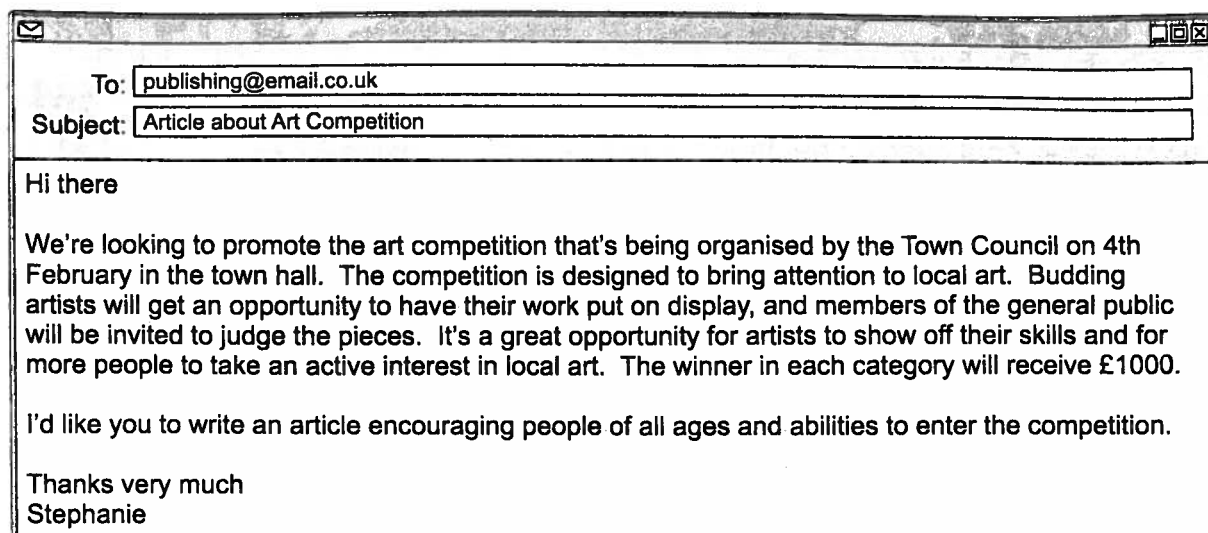
You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise C — Art Competition Article

You work for a magazine that promotes local art. You receive the following email from the editor.



To: publishing@email.co.uk

Subject: Article about Art Competition

Hi there

We're looking to promote the art competition that's being organised by the Town Council on 4th February in the town hall. The competition is designed to bring attention to local art. Budding artists will get an opportunity to have their work put on display, and members of the general public will be invited to judge the pieces. It's a great opportunity for artists to show off their skills and for more people to take an active interest in local art. The winner in each category will receive £1000.

I'd like you to write an article encouraging people of all ages and abilities to enter the competition.

Thanks very much
Stephanie

Write an article persuading the readers of your magazine to enter the competition.

You should include:

- When and where the competition will be taking place.
- The purpose of the competition.
- Reasons why your readers might want to enter the competition.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.

You have 25 minutes to complete this exercise. You may use a dictionary.

Write your answer on a separate piece of paper.

(15 marks)

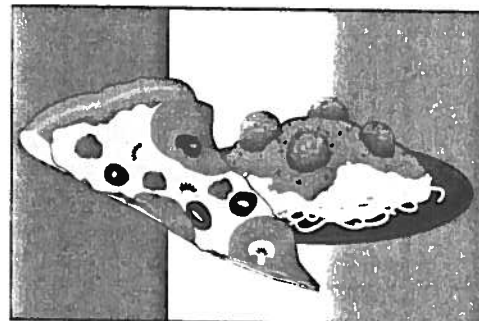
Plan your answer here:

Exercise D — Restaurant Review

You read the advertisement below in your local newspaper, and you and a friend decide to go to the restaurant.

Amalfi

If you want a proper Italian dinner then come to *Amalfi* — the new restaurant on Upper Street. *Amalfi* offers the very best in Mediterranean food at affordable prices. Our specialities include stone-baked pizzas, delicious lasagnes and creamy carbonaras. We've also got live Italian music playing so you'll really get a feel for the Italian culture. Come to *Amalfi* — you'll never taste better Italian food!



Write a review of *Amalfi* for a website about restaurants in your area.

You should include:

- What you enjoyed about your visit.
- Anything you thought that the restaurant could improve.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.

You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise E — Report on New Airport

You see this article in the local paper.

New Airport Sparks Outrage

Plans to build a new airport near Newtown have divided the local community. Residents are concerned that the new airport will be noisy and cause an increase in pollution. They claim that this will make many people less likely to work, live and shop in Newtown.

However, the Mayor has stated that the

airport will lead to better transport links to other towns. She hopes that this will mean that local businesses can sell their products to more people. She also argued that the airport will create more jobs and this will mean more people will live and shop in Newtown.

The shop you work for is based in Newtown. Your manager wants you to write a report about the positive and negative effects that the new airport might have on the shop.

You should include:

- The benefits that the new airport might bring to your shop.
- The disadvantages that the new airport might bring to the shop.
- Whether you think the new airport will help the shop or not.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.

You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise F — Letter to a Bus Company

This advert for JTL buses is put through your door.

JTL BUSES

We take you where you want to go, and get you there on time.



We promise that:

- Our buses are always on time
- We've got the friendliest drivers around
- Our vehicles are clean and reliable

And best of all... our service is great value for money.
So give us a try today, and ***get on board*** with your local bus service.

JTL buses: 48 Canal Street, Moorewaite, Cumbria, LA10 7FW

You take a JTL bus to work everyday and you are unhappy with the service they provide. Write a letter to the company telling them about your complaints.

You should include:

- What the problems were and why you are unhappy with the service.
- What you think the bus company should do about it.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.
- Set your letter out correctly.

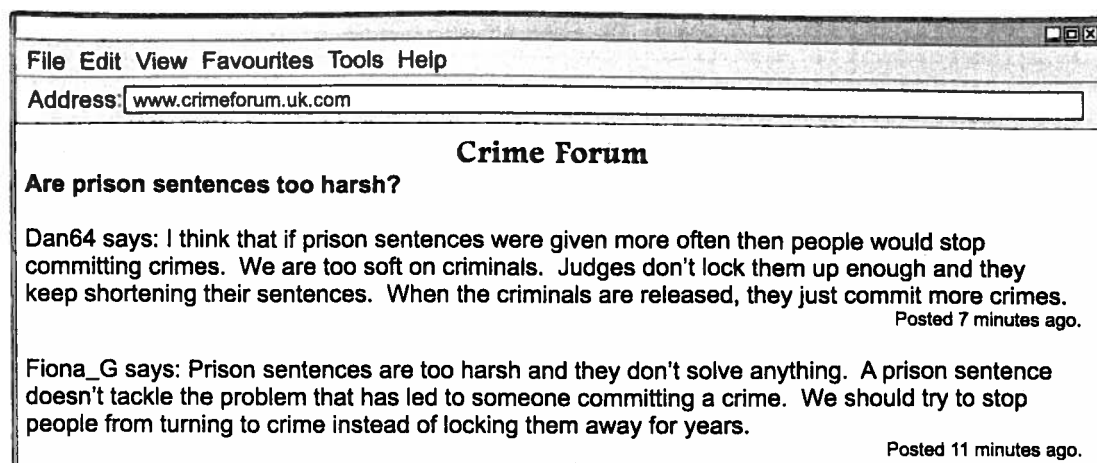
You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise G — Comment on a Crime Forum

You click on a link for a forum about crime in Britain. You read the two posts below.



Write your own comment for the Crime Forum giving your detailed views about prison sentences.

You should include:

- Whether you agree or disagree with two comments on the forum.
- Your own opinions about prison sentences.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.

You have 25 minutes to complete this exercise. You may use a dictionary.

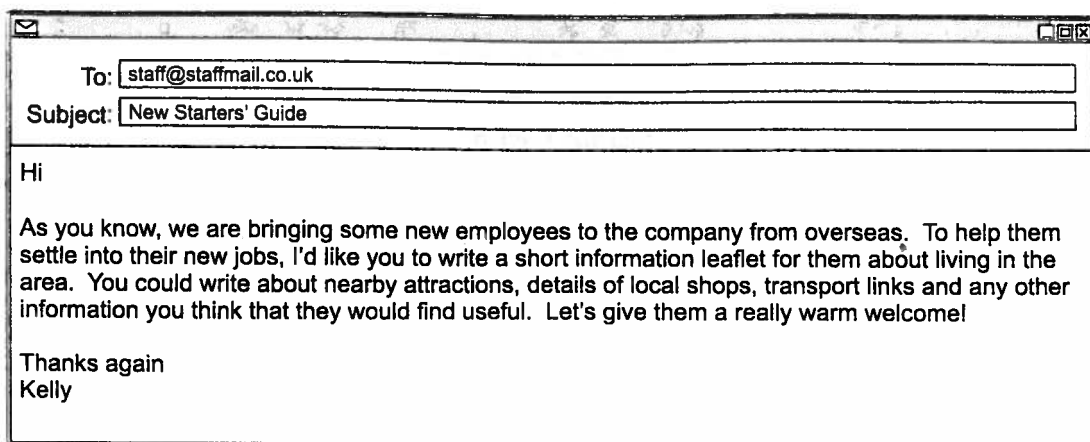
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise H — Leaflet for New Employees

You receive the email below at work.



Write the text for a leaflet informing new starters about the local area.

You should include:

- Activities that they can do in the area.
- Information about public transport.
- Any advice that you think could be helpful.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.

You have 25 minutes to complete this exercise. You may use a dictionary.


Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise I — Letter of Complaint

You bought some clothes from the company shown below.



Dreams Clothing

Dreams Clothing is a new online clothing store where you can order designer clothes at affordable prices.

We promise:

- Top-quality products
- The latest fashions
- Unbeatable prices
- Speedy delivery

Dreams Clothing — amazingly good-value fashion.

Dreams Clothing, 17 Hart Street, Vicarstown, Southampton, SO1 8BS

You were unhappy with the service you received. Write a letter to the company telling them about your complaints.

You should include:

- What the problem was.
- What you expect the company to do about the problem.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.
- Set your letter out correctly.

You have 25 minutes to complete this exercise. You may use a dictionary.
Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Exercise J — Email to a Friend

You recently visited the hotel below.



The Buttercup Hotel

The Buttercup Hotel, Glington, is an award-winning hotel in a brilliant location. We offer luxury rooms — without the luxury price tag!

When you stay with us you're only a short walk from a bustling high street with plenty of shops, restaurants and bars. But, if you don't feel like leaving the comfort of the hotel, we've got an on-site restaurant which serves a great range of high-quality dishes from 6.30 am right up to 10.30 pm.

Each room is clean, spacious and comfortable and has free tea and coffee making facilities. Each room is also fitted with a flat screen TV and a DVD player.

Write an email to a friend explaining why The Buttercup Hotel is such a good place to stay.

You should include:

- What you enjoyed about your visit.
- Why you think your friend should stay there.

Remember to:

- Plan your answer.
- Use full sentences and paragraphs. You will be marked on spelling, punctuation and grammar.
- Set your email out correctly.

You have 25 minutes to complete this exercise. You may use a dictionary.

Write your answer on a separate piece of paper.

(15 marks)

Plan your answer here:

Answers to the Writing Questions

Section One — Writing Structure and Planning

Page 65

- Q1 a) Audience: tourists
Purpose: to explain what there is to do in your town
- b) Audience: your council
Purpose: to complain about the lack of recycling facilities
- c) Audience: a charity shop manager
Purpose: to apply for voluntary work
- d) Audience: your boss
Purpose: to persuade them to give you flexible working hours
- e) Audience: newspaper readers
Purpose: to advise how to save money

- Q2 a) Informal
b) Formal
c) Formal
d) Formal
e) Informal

Page 69

- Q1 Answers may vary, for example:
Hi everyone

I'd really like to go to a theme park and was wondering who wants to go to Talltown Towers with me?

I was thinking of going on 22nd May. There's a train that leaves at 8 am that would get us to Uxley for 10 am (or if you'd prefer to drive, give me a call and I'll give you directions).

I've heard there are a lot of rides that you'll get wet on, so make sure you bring waterproofs.

If anyone wants to bring other friends, that's fine.

Finally, if we book tickets online, they're half-price.

I think it'll be a really fun day, and I hope you can all come.

Hope to see you soon
Kate

Page 71

- Q1 New coffee shops are opening up every day in the UK. It is thought that the number of coffee shops will double in just a few years.

Some people believe that the British interest in coffee began in 1978, when the first coffee shops opened in London. When it became clear that these shops were making a lot of money, more and more began appearing all over the country.

Last year, over two billion pounds worth of coffee was sold. The biggest coffee chains sell just under half a million cups of coffee every day.

However, not everyone likes coffee. Surveys suggest that 16% of the population have never visited a coffee shop.

Section Two — Choosing the Right Language and Format

Page 73

Q1

In your plan you should include:

- Give examples of ways you could help organise the party, for example put up the decorations or book the DJ.
- Any other suggestions you might have for the party. For example, a fancy-dress theme or organising transport home.

In your answer you should:

- Write 'To' and then 'Harry.coates@officemail.co.uk'.
- Underneath, write 'From' and then your email address.
- Make sure you fill in the subject box with something suitable, for example 'Help with Christmas Party'.
- Start with a suitable opening, for example 'Hi Harry'.
- Write in paragraphs. You should use the bullet points in the question as a rough guide for what each paragraph should be about. You should use a new paragraph for each bullet point.
- Use an informal writing style because you know him personally.
- End with something like 'Speak to you soon' or 'Thanks' and your name.

Page 75

Q1

In your plan you should include:

- The reasons why you want to volunteer for the Mitterdon Community Centre, for example you want to get some work experience.
- Give examples of experience you have, for example you've done volunteer work in the past.
- Ideas about the sport or craft programme you'd like to run, for example coach a football team or teach mural painting.

In your answer you should:

- Write your name and address at the top right of the page.
- Write the date underneath your address.
- Write the full address of 'Mitterdon Community Centre' on the left-hand side of the page.
- Start with 'Dear Mrs Holt'. Do not use 'Dear Sir / Madam'.
- Use a formal writing style.
- Write in paragraphs. You could have one paragraph about why you want to volunteer for the programme, and another paragraph explaining why you're right for the role. You should use a new paragraph for each bullet point.
- End with 'Yours sincerely', because you know who you're writing to, and your full name.

Page 77

Q1

In your plan you should include:

- What the event was and why it was held, for example a charity dinner hosted by the Jane Bauer Foundation to raise money for the local hospital.
- What happened at the event, for example there was a speech by Mr James Johnson and a raffle.
- That the event was successful, it raised £3,500.

In your answer you should:

- Be formal because you're writing a newspaper article.

- Be informative and mention everything that happened at the event. For example, there were some great raffle prizes, such as a bottle of champagne and a holiday to Venice.

Page 79

Q1

In your plan you should include:

- Some advantages of the new car park. For example, it will mean there are fewer parking problems in Burnham.
- Some disadvantages of the theatre closing. For example, people will have to travel up to 50 miles to see a play.

In your answer you should:

- Be formal because you're writing a report.
- Write an introduction that introduces the issue.
- Include all the advantages and disadvantages of the closure of the theatre and the opening of the car park.
- Organise your information using bullet points or numbered lists, and subheadings.
- Include a conclusion which gives your opinion on the issue. You could write persuasively if you felt strongly one way or the other.

Page 81

Q1

In your plan you should include:

- Information about the office, for example it's friendly and welcoming.
- Information about the area, for example it's in a town where there is plenty to do.
- Some benefits of working for the company, for example you get health insurance.

In your answer you should:

- Be formal because you're writing a leaflet to get people to apply for a job.
- Include plenty of details about the company and the area where the company is located because a leaflet needs to be informative.
- Be persuasive because you're encouraging people to apply for a job at your company.
- Organise your information using bullet points or numbered lists, and subheadings.

- Write in paragraphs. You should use the information in the email and the bullet points in the question as a rough guide for what each paragraph should be about. You should use a new paragraph for each bullet point.

Page 83

Q1

In your plan you should include:

- The reasons why you should be chosen for the holiday, for example you work really hard in your job, but you can't afford a nice holiday.
- You could include worthwhile things you might have done, for example volunteered to work at a youth centre.

In your answer you should:

- Write your name and address at the top right of the page.
- Write the date underneath your address.
- Write the full address you're given on the left-hand side of the page.
- Start with 'Dear Sir / Madam' because you don't know the name of the person you're writing to.
- Use a formal writing style.
- Write in paragraphs. You could have one paragraph about the hard work that you do, and another paragraph explaining why you need a holiday.
- End the letter with 'Yours faithfully', because you don't know the person's name, and your name.

Page 85

Q1

In your plan you should include:

- Your own opinions about recycling, for example you always recycle all your waste.
- The reasons why you feel that way, for example because you are concerned about the environment.

In your comment:

- Make sure you write about the topic in the forum.
- Don't repeat what has been written already, but you can say if you agree or disagree with the comments made by Katie and Ali.
- Give your own opinions on recycling, for example you think that people should recycle, but you don't think they should be imprisoned if they don't.

- Write persuasively because you want to convince readers that your argument is right.
- You can write informally, because it's a forum comment. However, you should write in full sentences and be polite.

Section Three — Using Grammar**Page 87**Q1 a) arrivedb) goc) wantedd) likese) camef) workQ2 a) Rabbitsb) Ic) Hed) The supermarkete) Anitaf) WeQ3 a) earlyb) every dayc) at 6 pmd) on Tuesdayse) in the morningsf) next weekQ4 a) an Italian restaurantb) Norwayc) the Arcticd) the art gallerye) the living roomf) the shop

Q5 Answers may vary, for example: Yesterday my cat went missing. She is small, long-haired and black and white. She was last seen in the garden. If you have any information, please let me know.

Page 89

Q1 a) or

b) because

c) so

d) but

e) or

f) and

g) because

h) so

- 2 Answers may vary, for example:
Hi Jamie
Thank you for the invite to dinner and the concert. I'll come for dinner but I can't stay for the concert because I have to pick my brother up from work, so I'll need to leave at about 10 pm.
See you later
Ben

age 91

- 1 a) therefore
b) however
c) for example
d) therefore
e) for example
f) however
- 12 a) Firstly
b) for example
c) Secondly
d) However
e) Therefore

Page 95

- Q1 a) Sarah walked to the park.
b) She had pasta for dinner.
c) I saw a field of sheep on the way to work.
d) He asked her for a lift to the station.
e) We went to the festival.

- Q2 a) writes
b) wears
c) have
d) was
e) go
f) play
g) does
h) bake

- Q3 a) I will make an apple crumble.
b) He will come to football practice.
c) They will be angry.
d) The horse will eat lots of grass.

Page 97

- Q1 a) There is one cat.
b) James doesn't work on Mondays.
c) We were on the train to London.
d) The men have been on holiday.

- Q2 a) She might have broken her leg.
b) They could have cleaned the house.
c) I should have gone with him to the bank.

Section Four — Using Correct Punctuation

Page 99

- Q1 a) The trees in Scotland were about 50 ft high.
b) On Monday he slipped and fell over crossing the river.
c) Hiking isn't much fun with the wrong shoes.
d) I don't know where he is. He might have gone shopping in Manchester.
e) Polar bears are known to be violent. I hope we don't see one.
f) He advertised his sofa in the newspaper. He sold it for £100.

- Q2 a) Why are there so many horror films out at the moment?
b) It turned out that his own brother was the villain! That surprised everyone.
c) We went to see the football last night. The second half was amazing!
d) That's awful! We should do something about it.
e) How can you like that band? I don't think they're any good.
f) They've sold more records this year than last year. How have they done that?
g) There were slugs on the garden path. One crawled in my shoe!

Page 101

- Q1 a) You need to add cinnamon, nutmeg and vanilla to the cake mix.
b) The cat, which looked like a stray, was very friendly.
c) James injured his shoulder, so he couldn't go bowling.
d) The bookshop sells biographies, thrillers and romances.
e) Although the cinema was full, it was completely silent.
f) Would you like chocolate chip, vanilla or strawberry ice cream?
g) They were going to go to the concert, but they missed the bus.
h) Alex Johns, who was my best man, never made it to the wedding.
i) Our team reached the finals, so we went out to celebrate.
j) I want chopped onions, lettuce, peppers and tomatoes in my sandwich.
k) Jim and Maher were going to London, but they changed their minds.

- l) The flat-pack table, which had instructions with it, was easy to build.
m) The café, which sold lots of different types of tea, was very popular.

Page 103

- Q1 a) haven't
b) you'll
c) I'd
d) couldn't
e) you're
f) didn't

- Q2 a) The office's car park
b) The child's sweets
c) The burglar's fingerprints
d) The nurse's uniform

- Q3 a) It's not surprising that it's fallen over.
b) The team won its final match. It's unbelievable!
c) It's so nice to see your cat and its kittens.

Page 105

- Q1 a) Have you read his new book, 'Glimpsing Heaven'?
b) It's the first time I've ever seen 'The Woman in Blue'.
c) 'The Sparkshire Herald' is full of interesting articles.
d) 'Come Dance With Me' is my favourite TV programme.

- Q2 a) "Happy Birthday!" we all shouted together.
b) "Get out and never come back!" he shouted at us.
c) "Have you got the time?" the old man asked.
d) She said, "I want you to start calling earlier in the evening."
e) "I've forgotten my work boots again." complained Craig.
f) The supporters shouted, "Come on Hadych! You can do it!"

Section Five — Using Correct Spelling

Page 107

- Q1 a) receive
b) science (word is spelt correctly)
c) achieve
d) fierce (word is spelt correctly)
e) friend
f) weird

- Q2 Answers may vary, for example:
Because = Big Elephants
Can Always Understand
Small Elephants.

Page 109

- Q1 a) cinemas
b) Fridays
c) brushes
d) journeys
e) babies
f) halves
g) reindeer (reindeer doesn't change)
h) monkeys
- Q2 a) The boys ate all the peaches.
b) The puppies played in the leaves.
c) Spies always carry knives.
d) The branches were burnt to ashes.

Page 111

- Q1 a) stopper (word is spelt correctly)
b) hopeful
c) lovely (word is spelt correctly)
d) replay
e) beautiful
f) mislead
- Q2 a) He tried to help the jogger.
b) She was famous for her kindness.
c) I am putting this silliness behind me.

Page 113

- Q1 a) He will decide where to go tomorrow.
b) Which hotel have you stayed at before?
c) The whole thing was different this time.
d) Do you know when you should call back?
e) Maybe it's just not possible.
f) What is the address of that shipping company?
g) My experience has been horrible.
h) You should know how to act professionally.
i) Thank you for dealing with my complaint.
j) I will definitely use your business again.
k) It may be a leak, but I doubt it.
l) Is it necessary to do this immediately?

Page 117

- Q1 a) There is no way to get off this bus early.
b) Are there too many people on board?
c) I hope you're joking when you say you're going to buy a snake.
d) They're going to go to bed.

- e) He was being careless with your car.
f) Can you teach me how to use our dishwasher?

- Q2 a) They brought their dog into work.
b) They're going too far this time.
c) She wants to teach her son how to be polite.
d) I think you're tired of long hours.
e) I want to learn cooking from an expert.
f) Toby's been to the gym. Have you been going there too?
g) I bought it from that new shop over there.
h) Are your children being naughty?
i) There is the cake I brought into work.

Writing Test Practice

These writing exercises are all worth 15 marks. They each take 25 minutes to complete. Don't forget, different exam boards mark their tests differently. Ask your teacher which exam board you are sitting so you know what to expect in the real test.

Exercise A (Page 119)

You should set your letter out correctly:

- Write your name and address at the top right-hand side of the page.
- Write the date underneath your address.
- Write the full address of 'Car Mechanics Club' on the left-hand side of the page:
Car Mechanics Club
27 Elvet Road
Swindon
Wiltshire
SN1 3LD
- Start with 'Dear Sir / Madam' because you don't know who you're writing to.
- End the letter with 'Yours faithfully' because you don't know the person's name.

(You get 1 mark for using the correct format.)

Your writing style should:

- Be formal because you don't know the person you're writing to.
- Be informative because you want Car Mechanics Club to understand clearly what impressed you.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- An explanation of your break down. For example, your car started making a strange noise, so you pulled over to check the engine was all right. At this point smoke started coming out of the front of the car.
- What you like about the service provided by the Car Mechanics Club. For example, you called Car Mechanics Club and they arrived within 20 minutes. The mechanic that helped fix your car was very friendly and explained everything he was doing to the car. He managed to fix the car on the roadside, and you were able to drive away with it an hour later. As a result, you think that the membership price is very good value, and you would recommend the Car Mechanics Club to your friends and family.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start with the purpose of the letter, that you're writing to thank them for providing a great service.
- Go on to say what happened to your car when it broke down, and how the Car Mechanics Club helped you.
- End by saying what you're going to do now, for example recommend them to your friends.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise B (Page 120)

You should set your email out correctly:

- Write 'To' followed by louise.fitzgerald@sportmail.co.uk to show who the email is for.
- Underneath, write 'From' and then your email address.
- Write 'Subject' followed by a suitable subject, for example 'Healthy Hearts Trust' or 'Charity Event'.
- Start your email with 'Dear Ms Fitzgerald'.
- Sign-off your email with something suitable, for example 'Yours sincerely' and your name.

(You get 1 mark for using the correct format.)

Your writing style should:

- Be formal because you don't know personally the person you're writing to.
- Be persuasive because you want her to help you with your event.
- Be friendly because you want to make a good impression.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- What Healthy Hearts Trust does. For example, Healthy Hearts Trust is a charity that helps people fight heart disease. They organise charity events to help raise money to buy hospital equipment and they provide advice to people about keeping their hearts healthy.
- What event you are organising. For example, you are organising a sponsored fun run on 16th July and all money raised will go towards helping buy new heart-scanning equipment for a local hospital.
- How Louise Fitzgerald can promote the charity's work. For example you think she is one of the country's best runners. Lots of people would take part and raise money if she provided training plans for them and was there to present prizes at the end of the challenge.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by explaining what Healthy Heart Trust does.

- Go on to explain in detail the event that you are organising.
- End by saying why you have chosen Louise Fitzgerald to help promote it and how she can help you.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise C (Page 121)

You should set out your article suitably:

- Write a headline to show what the article is about, for example 'Art Competition' or 'Opportunity for Budding Artists'.
- You could use subheadings to break up the text.

(You get 1 mark for using a suitable format.)

You writing style should:

- Be formal because it is for a magazine and you don't know the audience you are writing for personally.
- Be persuasive because you want people to enter.
- Be clear because you want everyone to understand what the competition is about.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- When and where the competition will be taking place. For example, the art competition will take place on 4th February in the town hall.
- The purpose of the competition. For example, the art competition's aim is to bring attention to local art and to give budding artists a chance to show off their work. It

is open to artists of all ages and abilities.

- Reasons why local artists might want to enter the competition. For example, artists can display their work in the town hall so that the local community can come and see it. There's also a chance that they could win £1000.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by describing what the event is, and when and where it will take place.
- Go on to describe the purpose of the competition.
- End by persuading local artists to enter the competition.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise D (Page 122)

You should set out your review suitably:

- Write a headline to show what the review is about, for example 'Fantastic Food' or 'Horrible Music'.
- End with your name to show who wrote the review. You could also include where you are from.

(You get 1 mark for using a suitable format.)

Your writing style should:

- Be descriptive because you want to tell the reader what the restaurant was like in detail.

- You could be persuasive if you felt strongly one way or the other.
- Be the same for all of your review. For example, if you start writing in an informal style, don't write some parts in a formal style.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- What you enjoyed about your visit. For example, you had a delicious stone-baked pizza that was very affordable and that the staff were friendly. You could say that the entertainment in the restaurant created a good atmosphere.
- Anything you thought that the restaurant could improve. You could talk about the parts of the meal that you didn't enjoy, for example, your friend ordered a carbonara that was too rich. You could mention that it took a long time for your meal to arrive.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by saying what you liked or didn't like about the restaurant.
- Go on to talk about what the restaurant could improve on.
- End by giving your overall opinion of the restaurant.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get ten marks and above to pass.

Exercise E (Page 123)

You should set your report out suitably:

- Write a headline to show what the report is about, for example 'Advantages and Disadvantages

of New Newtown Airport'.

- You could use subheadings to separate the two sides of the argument.
- Group similar points together. You could use bullet points or a numbered list to show information more clearly.

(You get 1 mark for using a suitable format.)

Your writing style should:

- Be formal because it is a report for your manager.
- Be informative — make sure you include all of the facts.
- Be clear because you want your manager to understand the advantages and disadvantages clearly.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- The benefits that the new airport might bring to the shop. For example, the new airport will provide better links to other towns. This means that the shop would be able to sell its products to more people in other towns.
- The disadvantages that new airport might bring to your shop. For example, a new airport would create more noise and pollution which could affect the shop. It could mean that people might be less likely to work and shop in Newtown so there could be fewer customers.
- Whether you think the new airport will help your shop or not. For example, it might be a benefit because you could expand the shop by selling your products to people who live outside of Newtown. Or, you might think that it would be a disadvantage because the noise and pollution would drive shoppers away.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by explaining what the report is about. It is to discuss the effects the new airport will have on the shop.
- Explain all the benefits of the new airport. Then explain all the disadvantages of the new airport.
- End by saying what you think your manager should do and why. For example, whether he should

back the campaign for the new airport or start a petition against it.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences where suitable.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise F (Page 124)

You should set out your letter correctly:

- Write your name and address at the top right-hand side of the page.
- Write the date underneath your address.
- Write the full address of JTL Buses on the left-hand side of the page:
JTL Buses
48 Canal Street
Moorewaite
Cumbria
LA10 7FW
- Start with 'Dear Sir / Madam' because you don't know who you're writing to.
- End the letter with 'Yours faithfully' because you don't know the person's name.

(You get 1 mark for using the correct format.)

Your writing style should:

- Be formal because you don't know the person you're writing to.
- Be persuasive because you want the company to fix the problems with the service.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- Why you are unhappy with the bus service. For example, you take the bus every morning and it is hardly ever on time. This is frustrating because it means you

are often late to work. Also the buses are often dirty which makes the journey unpleasant.

- What you think JTL buses should do about it. For example, give you a free 1-month bus pass and take more care about cleaning their buses.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start with the purpose of the letter, that you're complaining about the bus service.
- Go on to say what the problem is, and why you're unhappy.
- End with what you want the bus company to do to improve the situation.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise G (Page 125)

You should set your forum comment out suitably:

- Write a heading to show what the forum is about, for example 'Prison Sentences'.
- Write in full sentences.
- Group similar points together.

(You get 1 mark for using a suitable format.)

Your writing style should:

- Be persuasive because you want to convince other readers of your argument.
- Be polite and don't use threatening or aggressive language.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- Whether you agree with Dan64's comment. For example, you completely agree with Dan64 because you also think that we are too soft on criminals. Or you disagree with Dan64 because not all criminals commit more crimes once they are released.
- Whether you agree with Fiona_G's comment. For example, you agree with Fiona_G because she says that we need to prevent people from turning to crime instead of putting them in prison. Or you completely disagree with Fiona_G because you think that prisons are a good form of punishment and keep criminals out of our communities.
- Your own opinions about prison sentences. For example, that criminals should be punished, but that we should find other ways to help offenders turn their lives around.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by saying whether you agree or disagree with the previous comments.
- Go on to give the details about your own opinions.
- End by explaining what you think could be done to improve the situation.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise H (Page 126)

You should set out your leaflet suitably:

- Use a headline to show what each section of the leaflet is about, for example 'Things to do'.
- You could split the leaflet into sections using subheadings.
- You could use bullet points or numbered lists to break up the text.

(You get 1 mark for using a suitable format.)

Your writing style should:

- Be informative, use clear language and make sure you include all the facts.
- Be friendly because you want to be welcoming and give a good impression.
- Be the same for the whole leaflet. For example, if you start writing in an informal style, don't write some parts in a formal style.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- Activities that they can do in the area. For example, you could talk about nearby attractions like museums or theme parks, where to go shopping, interesting walks.
- Information about public transport. For example, you could tell them where the train station is, where you can take a bus to, which websites to visit for more information about prices and timetables.
- Any advice that you think could be helpful. For example, where the best-value restaurants are, how to find good accommodation.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- You should group similar information together and put the most important points first.
- Start by explaining what the leaflet is about. It gives information about the local area.
- Go on to give details about what there is to do and how they can travel around the area.
- End with any other helpful advice that you think would benefit the new employees.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences where suitable.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise I (Page 127)

You should set out your letter correctly:

- Write your name and address at the top right-hand side of the page.
- Write the date underneath your address.
- Write the full address of Dreams Clothing on the left-hand side of the page:
Dreams Clothing
17 Hart Street
Vicarstown
Southampton
SO1 8BS
- Start with 'Dear Sir / Madam' because you don't know who you're writing to.
- End the letter with 'Yours faithfully' because you don't know the person's name.

(You get 1 mark for using the correct format.)

Your writing style should:

- Be formal because you don't know the person you're writing to.
- Be informative and tell the reader clearly about your complaint.
- Be polite and reasonable, and don't use threatening or aggressive language.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- What the problem was. For example, you were unhappy with Dreams Clothing's service because you bought a T-shirt online last week, and when it arrived, you saw that there was a big hole under one of the arms.

- What you expect the company to do about the problem. For example, you think that it is unacceptable to sell a T-shirt in this condition, and you either want a full refund or a replacement T-shirt.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start with the purpose of the letter, for example, that you're complaining about a purchase you made last week.
- Go on to say what the problem is and why you're not happy.
- End with what you want Dreams Clothing to do. For example, give you a refund or a replacement.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Exercise J (Page 128)

You should set your email out correctly:

- Write 'To' followed by an email address to show who the email is for.
- Underneath, write 'From' and then your email address.
- Write 'Subject' followed by a suitable subject, for example 'The Buttercup Hotel'.
- Start your email with something suitable, for example 'Hi'.
- Sign-off your email with something suitable, for example 'Thanks' and your name.

(You get 1 mark for using the correct format.)

Your writing style should:

- Be informal because you know the person you're writing to personally.
- Be persuasive because you want your friend to go and stay at the hotel.
- Be friendly but don't use any slang or text speak.

(You get 1 mark for using a suitable tone and style for your audience.)

You should include this information:

- Details about the hotel. For example, it's a luxury hotel in Glington, but it's really good value.
- What you enjoyed about your visit. For example, the hotel was right in the middle of Glington so the shops were really close by and you were able to go for a drink in the evening and walk back to the hotel.
- Why you think your friend should stay there. For example, you think your friend would really like the food in the hotel's restaurant.

(You can get up to 3 marks for including suitable content.)

You should organise your ideas logically:

- Start by telling your friend some details about the hotel.
- Go on to explain why you really enjoyed your visit.
- End by saying why you think your friend should visit the hotel.

(You can get up to 3 marks for ordering your ideas sensibly.)

Use a clear structure:

- Start a new paragraph every time you introduce a new point.
- Write in full sentences.
- Include a range of different sentence structures.
- Write 200-300 words.

(You get 1 mark for using the correct structure.)

You should use correct spelling, punctuation and grammar.

(You can get up to 6 marks for using correct spelling, punctuation and grammar.)

You should be aiming to get around ten marks and above to pass.

Glossary

A

Advert

A text type that persuades the reader to do something, for example buy a product.

Apostrophe

A punctuation mark that shows that letters in a word are missing, or that something belongs to someone.

Article

A text type usually found in newspapers or magazines.

Audience

The person or people who read a text.

B

Bias

When a text isn't balanced and only gives one point of view.

Bullet points

A way of breaking up information into separate points in a list.

C

Caption

Text that tells you more about a graphic.

Controlled Assessment

A part of the qualification that is taken in class and marked by the teacher.

D

Descriptive writing

Writing that tells the reader what something is like.

E

Email

An electronic message sent from one computer to another.

F

Font

How letters look when they are typed, for example **bold** or *italics*.

Formal writing

A type of writing that sounds serious and professional.

Forum

A web page where people can discuss their opinions on a particular subject.

G

Graphic

A picture, diagram or chart.

I

Impersonal writing

Writing that doesn't tell you anything about the writer's personality or opinions.

Informal writing

Writing that sounds chatty and friendly.

Informative writing

Writing that tells the reader about something.

Instructive writing

Writing that tells the reader how to do something.

Irony

When a writer says the opposite to what they mean.