

LANGUAGE PAPER 2 SECTION B

REVISION

**A05 – content and organisation;
audience and purpose**

**A06 – spelling, punctuation, grammar,
wide and varied vocabulary**

Writing non-fiction

You could be asked to write in the following forms:

An article

A letter

Text for a speech

Text for a leaflet

An essay

You will be told what the form is and what you need to write about
Eg. **Write an article for your school newspaper persuading your school to support a local charity**

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persuading your school to support a local charity**

Form?

Audience?

Purpose?

**Whatever the question, you must work out what all 3 of those are
before you write because they will influence**

HOW and WHAT you write

Write an article for your school newspaper persuading your school to support a local charity

WHY REFUGEES MATTER

Imagine living in the middle of a war zone, afraid you might be killed at any second. That's what many refugees have been through, and that's why our school should raise money to help refugee charities...

...unless we support charities like these, nothing will be done about this terrible humanitarian crisis. And who knows – the problem might get worse.

- **Start with a headline**
- Grab your readers' attention like a real newspaper article
- Get to your point quickly
- Use persuasive / emotive language
- Give your reader something to think about in the last sentence
- Plan your points / cohesion
- Use sub headlines
- Make up statistics
- Make up interviews

Write a letter to the headteacher in favour of keeping school meals

Dear Mr Coles

I am writing to you today to request that you reverse your decision to stop school meals...

I hope now that you can see why this matter is so important and I urge you to change your mind.

Thank you very much for your time.

Yours sincerely

Tom Smith

- **Formal letter = formal language**
- Explain why you are writing and get to the point
- You must be polite and courteous
- Mr Coles = Yours sincerely
- Dear Sir = Yours faithfully
- Use your full name
- Plan your points
- Use a personal story
- Persuasive language

If the question asks you to write a letter to a friend you should use a more conversational style: 'Dear Sam....' and end with 'Take Care' or 'See you soon' and just your first name

Write a speech for your class with the title 'Smartphones: a luxury or a necessity?'

Good morning,
I stand here before you as a self-confessed smart phone addict. I can't go five minutes without checking my newsfeed, updating my status or sending a message....
....A smartphone may be a luxury, but for me it has become a necessity. I can't live without my smartphone, and I'm sure most of you can't either.
Thank you for listening.

- **Addressed to your class so you can be friendly and use humour**
- Address your audience at the very beginning
- Use examples to support what you are saying
- Use a personal story
- Discuss both sides of the question
- Make your point of view clear
- End with a clear statement

If the speech is to people you don't know your tone and language will need to be more formal – perhaps start with 'Ladies and gentlemen'

Write a leaflet to persuade people to have their summer holiday in Britain

Cor Blighty!

Picture yourself on a quiet English river, a fishing rod in one hand and a cool drink in the other. Imagine your eyes half closed, the smell of cut grass in the air and the sound of warbling birds all around.

Why pay a small fortune to travel to somewhere not as good as Britain? For only £.... You can book a holiday in...

- **Leaflets are usually to get people to agree with you**
- The heading should capture the reader's attention
- Appeal to the reader through descriptive language
- Use rhetorical questions to get the reader to agree with you
- You also need to provide information

Write an essay on the benefits and drawbacks of a school uniform

A school uniform for years 10 and 11 was introduced five years ago by the head teacher and board of governors. The introduction of uniform was in response to a number of events....
...In conclusion, although there are many benefits of uniform, there are far more drawbacks - and any school considering this dramatic change in policy needs to consider all sides of the debate.

- **Essays usually have a general audience**
- The purpose is usually to inform, sometimes to advise
- Until the conclusion, the tone needs to be formal, analytical, impersonal and objective
- Go through the arguments for and against something in the body of the essay
- Tie everything together in the conclusion and offer your own point of view

PARAGRAPH 1

PARAGRAPH 2

INTRODUCTORY
PARAGRAPH

You have recently emigrated to another country. Write a letter to a friend back home telling them about your new home and what you miss about England.

PARAGRAPH 3

CONCLUDING
PARAGRAPH

PARAGRAPH 4

Plan the following questions, remembering to work out the form, audience and purpose first. You have to plan this response so you know what you are going to include and how you are going to move from one point to the next – considering all of the arguments / points you want to make.

1. **‘Social media has provided a new way for us to interact with our peers. In turn, this has led to the creation of a new forum for bullying – the internet.’** Write a speech to be given at your school, advising teenagers on how to cope with the threat of internet bullying
2. **‘You will never be able to get the real feel of a place by taking a guided tour. The true heart of any country lies off the beaten track.’** Write an article for a broadsheet newspaper in which you explain your point of view on this statement.
3. **Your school has a certain budget for extra-curricula activities. This year, they have a small amount left over, and they are deciding whether to award it to the rock-climbing club or the film society.** Write a letter to the Chair of Governors to make a recommendation of what you think they ought to do.
4. **‘The practice of keeping animals in zoos cannot be allowed to continue. It is inhumane and encourages the use of animals as mere entertainment.’** Write a leaflet in which you explain your point of view on this statement.
5. Write an essay on the benefits of international travel for students who are taking a gap year.