SECTION B: Transactional Writing

You should spend about 45 minutes on this question.

Write the text for a speech you will give to your peers giving essential advice on being organised.

 In your speech, you could:

• consider what you think being organised means

 • consider what the advantages and disadvantages of being organised are

 • suggest things that people can do to keep themselves organised and why these may be useful as well as any other ideas you might have.

\*Your response will be marked for the accurate and appropriate use of vocabulary, spelling, punctuation and grammar. (Total for Question 9 = 40 marks) \* \*