

Transactional Writing Bank – Year 11

Formal letters:

1. Some people believe that circuses with animals should be banned. Write a letter to your local newspaper, giving your views
2. A local hotel/restaurant is advertising for part-time staff. You decide to apply and you have to write a letter of application. Think carefully about what the employer would want to know about you and how you can 'sell yourself' as an employee. Write your letter of application.

Informal letters:

1. Imagine you have a friend or relative who has decided to run in the London Marathon (a distance of over twenty-six miles). Write a letter to your friend or relative giving your opinions.
2. You have heard about a sponsored challenge in which participants will have to do a twenty mile walk across hills and rugged country. Money will be raised for charity but the challenge will be physically tough. Write a letter to a friend persuading him or her to take part.

Articles:

1. A magazine is running a series of articles for parents under the heading An Enjoyable Day Out for the Family. Write an article recommending a place to visit, and explaining its appeal to all the family. You might like to think about a town, a seaside resort, a theme park or a museum, but you are free to make your own choice.
2. Write an article for a teenage magazine about recent trends in either music, fashion or film.

Reviews:

1. The Rough Guide is a guide-book for tourists which prides itself on giving frank and honest opinions about places, both the positive and the negative.
Write an entry about a place you know well for The Rough Guide, including details the tourist board would like visitors to see, but also providing an insider's view of any less attractive features.

Guides:

1. You have been asked to produce a guide to persuade people in your area to be more careful about litter and waste. Write your leaflet.
2. In school, pupils are encouraged to eat healthily and take physical exercise. When they leave school they have to take more responsibility for their own diet and exercise. Write a guide promoting a healthy life-style for school leavers.

Reports:

1. Your local council is interested in young people's views on antisocial behaviour and crime in the area. You have been asked to write a report for the council for your county. Organise your report into four sections with the following headings:

- what examples of antisocial behaviour and crime you are aware of;
- how crime and antisocial behaviour is currently managed;
- young people's views on the situation;
- suggestions for improvements.

Write your report

Speeches:

1. The Ellen MacArthur Trust raises money to give sailing holidays to children and young people with cancer. You have the opportunity to use a school assembly to persuade the pupils to support this charity. Write what you would say.

2. Students from your school/college have been selected to join an expedition to a remote part of the world. Your year group is debating whether to raise money to support this. Some students believe the expedition should be supported because of the opportunities it offers all those involved. Others disagree, saying that there are more deserving local charities.

You take part in the debate. Write the speech you would make to your year group.