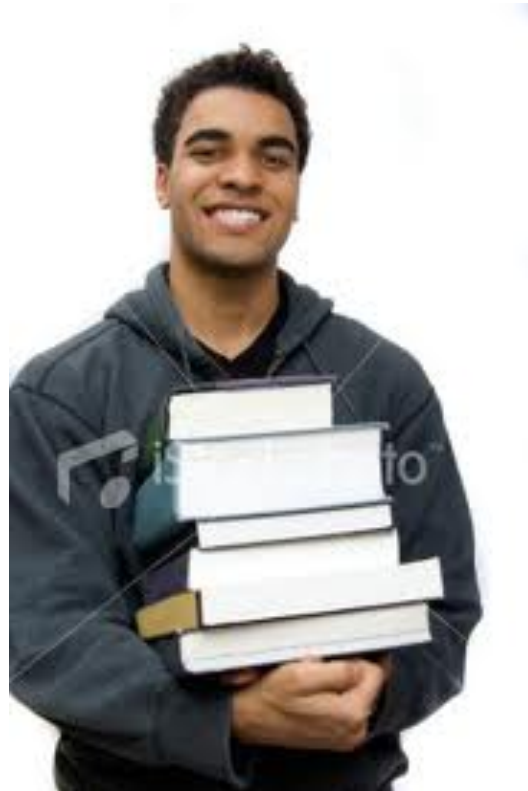


Unit 2 Revision Booklet

Writing



How do I revise for English?

1. Learn the ten types of writing that can come up.
2. Use the accuracy checklist on p.3 to check any practice pieces you complete and use the resources on the VLE to improve accuracy. These can be found here: **VLE-English-Literacy Sites-ePacks-English Grammar.**
3. Practise the 'Things to do before you begin writing' every time you write. These are on p.4.
4. Memorise the different ways to start sentences on p.5.
5. Learn the top ten revision tips for each type of text.
6. Look carefully at the example provided and find the top ten features.
7. Have a go at one of the past questions for each of the text types, being sure to include the top ten features (only spend 30 minutes per task).
8. Give your work to your English teacher to check.

The Basics

- Unit 2 lasts for 1 hour – it is a writing test
- You are assessed on accuracy, sentence variety, vocabulary, paragraphs, format and content (ideas)
- You must complete two pieces of writing
- You should spend an equal amount of time on each task

Here's what the tasks look like:

1. A supermarket chain is planning to build a new store on land which is currently used by local youngsters to play sport, and has a children's playground.

The supermarket chain says that it will create up to 60 jobs and will give shoppers more choices.

Those opposing the plan believe it will put local shops out of business and destroy a valuable amenity for youngsters.

The newspaper has invited readers to give their views on the plan.

Write your letter, giving reasons why you support or oppose the plan. You may wish to develop the arguments above, but can also give other views as well. [20]

2. Many older people don't use computers or the internet, either because they don't see any value in them or because they are afraid of modern technology.

You have been asked to give a talk to a group of older people to persuade them to use computers and the internet.

Some of the benefits of the computer and the internet that your talk might include are:

- keeping in touch with distant relatives and friends;
- getting information on hobbies or interests.

Write what you would say.

There are 10 main types of writing you might be asked to complete:

Type of writing	Pages
A Formal Letter	6-8
A Letter to a Newspaper	9-11
A Letter of Application	12-14
An Informal Letter	15-17
A Lively Article	18-21
A Persuasive Leaflet	22-24
A Leaflet Raising Awareness	25-27
A Speech	28-31
A Guide to a Place	32-34
A Review	35-37

**Accuracy matters: check the column on the left-hand side. Are you
100% accurate with these things?**

Every time you write, you should remember to check:

Capital letters at the start of sentences and for the word 'I'	The first word of every sentence should begin with a capital letter. 'I' also needs to be capitalised.
Capital letters for proper nouns	Use capital letters at the start of: The names of people: <u>A</u> lbert <u>E</u> instein, <u>P</u> resident <u>O</u> abama The names of places: <u>T</u> unbridge <u>W</u> ells, <u>N</u> ew <u>Y</u> ork, <u>E</u> ast <u>S</u> ussex The names of organisations: <u>W</u> agamamas, <u>T</u> he <u>U</u> nited <u>N</u> ations, <u>B</u> BC, <u>U</u> plands <u>C</u> ommunity <u>C</u> ollege Days and months: <u>M</u> onday <u>J</u> une 13 th
Full stops	Every sentence must end with a full stop unless it is a question or an exclamation.
Question marks	Make sure you put a question mark at the end of a question.
Commas: After connectives	Firstly,... However,... Moreover,... In addition,... As well as this,... Conversely,...
After dependent clauses at the start of sentences	These are when you start sentences with words like Although..., Whilst..., Despite..., If..., When..., After... 'Although many people enjoy playing sport, they do not always find time to participate.'
In lists	'For the experiment, I will need a Bunsen burner, tripod and gauze.'
Around 'which' and 'who' statements	'The play, which was written in 1601, explores the nature of monarchy.'
Apostrophes for contractions (shortened words)	Do not=don't, Will not=won't, I will= I'll (only use in informal writing)
Apostrophes for possession	The boys' football...(plural), Queen Elizabeth's reign...
Homophone – your/you're	Your (belonging to you), you're (shortened form of 'you are')
Homophone – there/their/they're	There, their (when it belongs to an individual – 'their flag'), they're (shortened form of 'they are')
Homophone – to/too/two	to, too (meaning 'too many' or 'as well' 'Are you coming too?'), two (2)
Homophone – here/hear	Here (a place), hear (you hear with your ear)
Homophone –its/it's	Its (belonging to it), it's (shortened form of 'it is')
Double consonants	Tripped, skipped, beginning, scanning...
Common words	Sentence, although, because, friends, soldier, unnecessary, argument, believe, definite, height, awful, appalled
'Y' endings when 'Y' has a consonant before it	Baby=babies, lady=ladies but holiday= holidays

Learn these things to do before your start writing (don't spend more than five minutes on this)

1. Work out TAP. Every task will be a combination of the following:

Text	Letter, speech (talk), article, review, guide
Audience	Teenagers, your classmates, the head teacher, the council, a friend, a newspaper, the general public
Purpose	Persuade, advise, inform, argue, entertain

2. Get all your initial ideas down in a thought shower



3. Plan a four or five part structure

You hear that a supermarket plans to build on a local recreation ground. Write a letter to the local newspaper expressing your view on this.	
Reasons Against (my viewpoint) <i>Simplify in the exam to 'me'</i>	Arguments I may come up against <i>Simplify in the exam to 'counter'</i>
I AM A <u>parent & villager</u>	4. WHAT'S THE COUNTER
1. Worried there will be no safe areas for children to play -bring in concerns over lack of physical exercise already.	Some might say... That the supermarket will be convenient and offer more choice
2. Concerned about increased traffic in the village – mention recent accident & congestion	HOWEVER... At what cost – children's health and wellbeing? Children's lives? The livelihood of our friends and neighbours?
3. Worried about the effects on the village – we should support the local businesses	

Learn these eight ways to start sentences and make sure you use them at least once every time you write

Learn how to use and spell a series of at least eight connectives (e.g. however, moreover, subsequently, consequently, in conclusion etc.)

Learn how to start with a time word: During, after, as, whilst – these answer the question “When?”

After many thousands of years without tablet computers, why do so many of us now find it almost impossible to exist without them?

Learn how to start with a place word: Next to, Beneath, In front... – these answer the question Where?

Beside the town hall, on the first Saturday of every month, you will find the farmer’s market.

Learn how to start with an action (–ing) word: Adapting, considering, featuring, bearing in mind

Catering for a wide range of tastes, the restaurants in London are world-class.

Learn how to start with an emotion (–ed) word: Devastated, Exhausted, Wearied...

Exhausted after a day of trudging the streets, you

can find respite and refreshment in one of the many bars on offer.

Learn how to start with an adverb (-ly word): Cautiously, gradually, unfortunately, regrettably, understandably

Unfortunately, I received very poor service.

Learn how to use a subordinator: Although, Despite, Whilst...

Although it was bombed horrifically during the Second World War, Coventry retained some of its medieval architecture.

Learn how to embed a clause: (using which or who)

Gaga's latest album, which was released on Monday, is currently outselling the rest of the top thirty albums put together.

A Formal Letter to a Head Teacher or Other Adult

Top ten tips for a formal letter

1. Put the addresses in the correct places
2. Include the date
3. Start with the correct salutation 'Dear Mr Collins' and sign-off 'Yours sincerely'
4. Use a four paragraph structure with introduction, your complaint, what you would like the head to do about it and a polite ending
5. Use connectives at the start of each paragraph
6. Write in a formal, polite manner
7. Use powerful, emotive words to get your point across
8. Use rhetorical questions and lists of three
9. Don't use contractions (shortened words like 'don't')
10. Don't use too many exclamations

See if you can find these ten features in the following example...

A Formal Letter to the Head Teacher or Other Unfamiliar Adult (eg. council)

17 White Hart Wood
Sevenoaks
Kent TN13 1RR

Uplands Community College
High Street
Wadhurst
TN56AX

Dear Mr Collins,

I am writing to you in order to complain about the amount of tests we have to sit each term here at Uplands. I think it's horrific!

The most important reason I think for getting rid of most of our tests is because they take up valuable lesson time. In English we have two tests a term every term. That makes twelve tests in total! Often we then go straight on to something else and don't even know if we've got good grades or not. If it's twelve tests then that could've been 12 lessons instead which I am sure you agree would be a lot of time we could have spent learning instead. Especially in key stage 4 I think it makes much more sense too do just one exam at the end of every other term. This would help us prepare better for our actual GCSE exam and let us know what grades we are getting.

Another reason why I would like you to consider giving us less tests is the amount of stress they cause. I know that sometimes you have to have a bit of stress in order to motivate you to do better, but my example above was only for English. Imagine doing that many tests times eleven...because that's how many different subjects we learn! Who wants to cause people stress when no good comes out of it?

Some people might argue that we need tests to see how well we are doing, but I don't think that works in reality. Once we've finished our test we get our scores back then move on to something new. Also, if the stress is making us do less well because of all the worry and not being able to prepare properly, what use are the scores anyway?

Ultimately, I understand that some tests are necessary (even though I wish they weren't) but all I'm asking you is to consider lowering the amount. That way we will be less stressed and more likely to do better! I will be coming to the next meeting you have with the student council and I look forward to hearing your views on my ideas then.

Thank you for reading my letter.

Yours sincerely,

Bob Scribbles.

Have a go at one of these:

The headteacher/principal of your school/college has proposed that all students should take part in a camping and outdoor activities week every year.

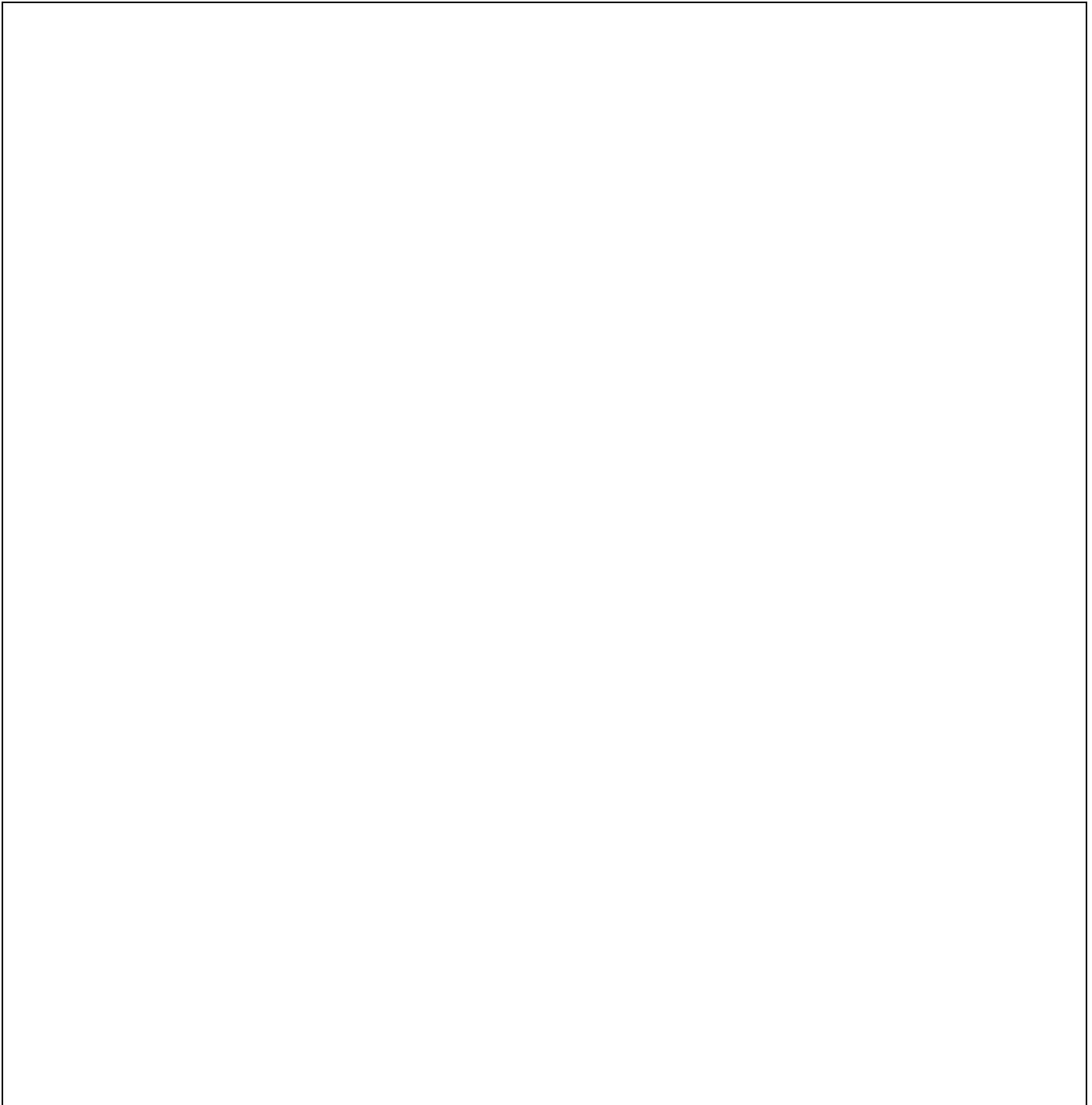
Write a letter to him/her giving your views on this proposal. [20]

A local school has decided to allow girls to play in football and cricket teams alongside boys.

Write a letter to the Headteacher either agreeing or disagreeing with this decision.

Write a letter to your local council, persuading them to support a project to improve your area

.



A Letter to a Newspaper

Top ten tips for a letter to a newspaper

1. Put the addresses in the correct places
2. Include the date
3. Start with the correct salutation 'Dear editor' and sign-off 'Yours faithfully'
4. Start your first paragraph by referring to something you have read in the newspaper
5. Don't have a go at the editor! You are writing about an issue not criticising the paper
6. Provide a personal story about the issue
7. Use a five paragraph structure with introduction, main arguments, supporting arguments, counter arguments with reasons why these are wrong and conclusion
8. Use connectives at the start of each paragraph
9. Use powerful, persuasive techniques like rhetorical questions, lists of three and emotive language
10. Don't use contractions (shortened words like 'don't')

See if you can find these ten features in the following example...

A Letter to a Newspaper

A supermarket chain is planning to build a new store on land which is currently used by local youngsters to play sport, and has a children's playground. *The supermarket chain says that it will create up to 60 jobs and will give shoppers more choices. Those opposing the plan believe it will put local shops out of business and destroy a valuable amenity for youngsters.* The newspaper has invited readers to give their views on the plan.

Write your letter, giving reasons why you support or oppose the plan. You may wish to develop the arguments above, but can also give other views as well. [20]

5 May Cottages
Ticehurst
Wadhurst
TN5 6UV

18th October 2012

Mr Simmonds – Editor
Wadhurst Daily News
Tonbridge Road
Wadhurst
TN6 1PX

Dear Editor,

I was very disappointed to read that Wadhurst Parish Council have given Sainsbury's the go-ahead to build an express store on the recreation ground ('All set for Sainsbury's' 10/10/12). This decision shows little thought for how many villagers, like myself, may be affected.

Firstly, as a mother of two young boys, both of whom are keen footballers, I think that any plans which take away safe playing areas for children are very damaging. Due to traffic and the recent closure of the Youth Centre, the village already has very few safe areas for children to play and are we not repeatedly told how important physical exercise is? Removing the only green field left for recreational use is a disgraceful decision on the part of the council.

In addition, a new supermarket will also mean more traffic – something Wadhurst certainly does not need. The six accidents in the last year are evidence of this! Also, more shoppers, and therefore more traffic, will make the school run even more unbearable for parents. The queues at 3.30pm are already ridiculous!

I also find it hard to believe that the council have not considered what will happen to our High Street and local businesses. Local shops, like Crittles, which has been in the village for years, simply will not be able to survive with a supermarket to compete with – and nor should they have to. Our village is likely to become another soulless route through to the next Sainsbury's.

Although I can appreciate that some may welcome the cheap prices and convenience a supermarket may bring, I worry that it would all come at a cost: to our children's health, to their safety and welfare and to the livelihood of our friends and neighbours.

I do not think I am alone in feeling betrayed by the decision and I only hope that the council will see the bigger picture before any further developments are made.

Yours faithfully,
Mrs Caroline Hawkins

Have a go at one of these:

A local businessman has applied for permission to hold an outdoor music festival in your area.

Write a letter to your local newspaper either supporting or opposing this idea

The National Blood Service has been campaigning in your local area to try to encourage people to give blood.

Write a letter to your local newspaper giving your views on this. [20]

A Letter of Application

Top ten tips for a letter of application

1. Put the addresses in the correct places
2. Include the date
3. Start with the correct salutation 'Dear Sir/Madam' and sign-off 'Yours faithfully'
4. Use connectives at the start of each paragraph
5. Write in a formal, polite manner
6. Use positive adjectives to describe yourself
7. Start your first paragraph by referring to the job you are applying for and the advert that you saw advertising it
8. Use a four paragraph structure with introduction, your experience, your personal qualities and polite ending requesting an application pack
9. Don't use contractions (shortened words like 'don't')
10. Write accurately to make a good impression!

See if you can find these ten features in the following example...

A Letter of Application

Miss Louisa Smith,
15 Fortuna Avenue,

Wadhurst,
East Sussex,

TN5 8PD

Ms. Pearson
Summer Camp Coordinator,
Bewel water,
Wadhurst
TN5 6AB

26th November 2012

Dear Ms. Pearson,

I am interested in the position of extra summer staff, as listed on your website. I am currently in Year 11 at Uplands College and am looking for an exciting job for the summer before I begin at sixth form. I have some experience of working with younger children as I babysit regularly and also buddy one of the Year 7 forms every week in my school, so I would be eager to contribute my skills to your company.

Most recently, I have been helping an eleven year old girl, who is struggling with reading: I listen to her read each week and help her with the words she doesn't understand. Supporting people who are younger than me is certainly a rewarding experience, and I would love to continue with this type of work in the summer.

Furthermore, I have experience working with adults as I have a part-time job at Sainsbury's. My responsibilities include operating the tills, as well as dealing with customers' questions. Consequently, I have developed a strong sense of patience and awareness about how to interact with the general public, two skills that will be important in this position. During my time at work, I am part of a team of adults, working closely with a team manager and my colleagues. This experience has taught me how to be cooperative and responsible.

In addition to working with students in the year 7 tutor group, I have taught horse-riding lessons and barn safety to children at my local stables. Through this experience, I have developed an understanding of how to help children to follow instructions and have fun, while staying safe.

Last but not least, I love outdoor activities and regularly participate in several clubs including horse riding, swimming, and tennis. I also have experience of canoeing and rock-climbing. Although I might need some training in the activities you offer, I can assure you that I will bring plenty of enthusiasm.

The position sounds like a wonderful opportunity that I am eager to be involved in. I absolutely love working with children, and also have a passion for activities, so it's certainly a job I would be very excited to have. Thank you so much for your consideration. I look forward to hearing from you.

Yours sincerely,
Louisa Smith

Have a go at this one:

A company that runs family activity holidays wants to recruit extra staff over the school summer holidays. The company is looking for people who are able to work well with children and adults, work as part of a team, and carry out a variety of tasks.

You decide to apply for one of the jobs available.

Write your letter of application.

An Informal Letter to a Friend or Relative

Top ten tips for an informal letter

1. Include your address in the top right
2. Employ a light-hearted, chatty tone but still write accurately!
3. Ensure you have four or five clear paragraphs
4. Use informal connectives (linking words)
5. Use one or two exclamation marks
6. Use contractions (shortened words like 'don't')
7. Employ humour
8. Link your opening and ending
9. Use short, punchy sentences
10. Use rhetorical questions

See if you can find these ten features in the following example...

An Informal Letter to a Friend or Relative

B1. 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. [20]

Wadhurst
Monday, 18th

Dear Sal,

I was absolutely amazed when Jack told me you've applied to run in the London Marathon next year! I mean, it's an amazing challenge, what with the course being 26 MILES and all, but have you really thought it through?

I know it's six months away and, no doubt, you have a full training programme organised, but it is still a massive undertaking. I speak as someone who has known you a long time. I have shared thousands of big Macs with you; been to hundreds of gigs and parties with you; slobbered on the sofa in front of hundreds of trashy movies with you; so I am wondering just how you will get through the next few months without any of that... Are you really prepared to eat healthily? Can you go out running through the coming winter? Will you choose a gym session instead of 'X Factor'? Maybe there's a side to you I haven't seen because you don't seem to be the obvious candidate for such a demanding challenge. I know you know this and that I'm only saying it because I know and love you.

On a more serious note, did you know that quite a lot of runners develop health problems during or after running 26 miles? Apart from the odd actual heart attack, there are pulled muscles and tendons, broken limbs and breathing problems. I'm not being dramatic but every year there are many injuries and I'm guessing that the less fit you are, the more likely you are to have a problem. Please look into all this thoroughly before you make your final decision.

OK, now I've got all my insults and worries off my chest, here's the positive bit. If you do manage a training programme, get fit and complete the run, I will be the first to bow down at your feet in admiration. It will be an awesome achievement and one I can't even imagine doing myself. I have heard that the support you get on the day makes all the difference – people cheering for you as you run past. So.... I will be there, Sal, shouting my loudest to help carry you across that finishing line.

Let me know when you start training and I'll bring along the Lucozade.

Love,

Jo

Have a go at this one:

A friend has written to you saying they are considering taking up boxing. Write a letter to your friend giving your views on this idea.

A Lively Article

Top ten tips for a lively article

1. Include a bold and catchy headline
2. Employ a light-hearted, chatty tone but still write accurately! You could imagine you are someone else and write from their perspective (a teacher for example)
3. Ensure you have four or five clear sections
4. Use informal connectives (linking words)
5. Use rhetorical questions, lists of three and pronouns like 'we', 'our', 'us' and 'you'
6. Use one or two exclamation marks
7. Use contractions (shortened words like 'don't')
8. Employ humour
9. Link your opening and ending
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A Lively Article

Write a lively article for your school or college magazine with the title: 'How to Survive Your GCSE Exam Year'. [20]

Write your article.

To be honest, I'm surprised you're even reading this article. Are you sure you don't have some revision to do? A controlled assessment to prepare for? A target to meet? To be honest, sometimes, I feel that targets, assessments, revision and exams are swallowing me up like a terrifying tsunami. I seem to have an endless list of things I should be doing.

So, how do you cope with all this?

The best advice I can give you is to listen in lessons. I mean, really listen. If you listen carefully to the teachers' advice and you make sure you understand everything the first time around, revision is a lot easier. Revision should just be going over all of the things you have already learnt, so you need to make sure you understand it in the first place. When you don't understand something, ask a teacher, a parent or a friend, or look it up on the internet when you get home.

My second piece of advice is to get yourself organised. I know that we all groan when our form tutors tell us to "Make a revision timetable," but, it really does help. I know it might sound geeky, but I feel really good when I can tick things off on my to-do list. A timetable also helps when you're planning your homework. For example, if you've got a History controlled assessment tomorrow, you want to be revising History, not finishing off a piece of homework for Maths.

Furthermore, I know some people in my class aren't going to bed until midnight because they are still revising or preparing for controlled assessments. It's really important to rest and relax, so make sure you plan time to do the things you enjoy, like seeing friends or doing your hobbies.

So, how do you survive your GCSE exam year? Get yourself organised, pay attention and remember to relax.

Have a go at one of these:

B2. You have been asked to write a lively article for your school/college magazine welcoming new Y7 pupils into the school, and giving them information and advice about their new school.

Your article should tell them what is good about the school, but also what to look out for.

Write an article for a teenage magazine about recent trends in either music, fashion or film.

If you wish, your article could cover more than one of these topics. [20]

Your school/college is keen to save energy.

Write an article for the school/college magazine on this issue.

You could include:

- examples of how energy is wasted at the moment;
- your ideas about how the situation could be improved.

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.

It has been proposed that the legal age for buying alcohol should be reduced from eighteen to sixteen.

Write an article for a teenage magazine exploring the advantages and disadvantages of this proposal.

A Persuasive Leaflet

Top ten tips for a persuasive leaflet

1. Include a bold and catchy title
2. Use sub-headings to organise your information
3. Ensure you have four or five clear sections
4. Use bullet points for one section but also include paragraphs
5. Use rhetorical questions, lists of three and pronouns like 'we' and 'you'
6. Use one or two exclamation marks
7. Use contractions (shortened words like 'don't')
8. Use direct instructions (imperatives)
9. Link your opening and ending
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A Persuasive Leaflet

B1. Your school or college is running a campaign during its 'Healthy Eating' week to persuade students to buy and eat more fruit. It has asked you to produce a leaflet that will be given out in the dining hall.

Write your leaflet. [20]

ARE YOU A COUCH POTATO?

When you arrive home from school or work do you immediately flop down on the settee and reach for the remote control?

Do you reach for the biscuit barrel or the packet of crisps in the kitchen because you're starving hungry?

Maybe you're living the life of a couch potato.

Today many people live busy lives but don't always take time to exercise or eat healthily. Adults drive them selves to work and their children to school. Does that sound like you? We eat masses of junk food and consume too many calories as well.

HOW CAN YOU CHANGE?

Little changes could make all the difference.

- Swapping junk food for home cooked meals with five-a-day veggies or fruit might be a start. There are loads of cheap, easy to prepare recipes available on-line these days often recommended by celebrity chefs like Jamie Oliver who helped reform school dinners. Why not have a piece of fruit or yoghurt for pudding instead of brownies and ice cream?
- When it comes to exercise, you might ditch the car or bus and walk part of the journey if you can. If that's not possible, take the dog for an extra long walk or join a local fitness club. Every 20 minutes of exercise adds to your life expectancy.

DON'T DO IT ALONE!

Why not encourage all the family to join together to make life healthy? Cook interesting meals together; have physical family exercise like going swimming together; going on long walks together.

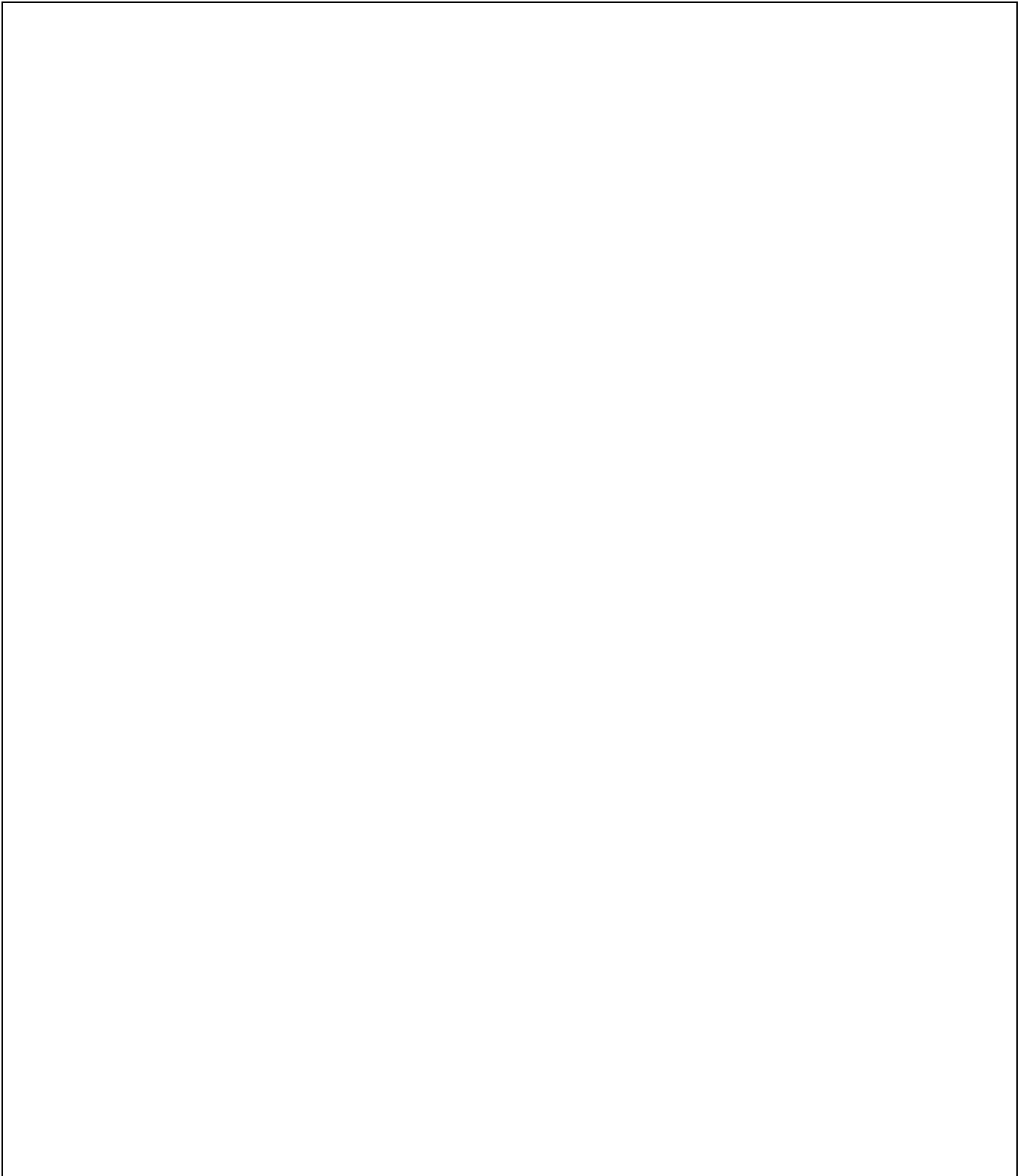
Think up a reward system of treats (not the edible kind!) like going to the cinema when you succeed in losing some weight or clocking up the exercise minutes. Promise some new clothes or games for the younger members of the family or a night out for the adults.

Whatever you do, get up off that couch and move!

Have a go at this one:

You have been asked to produce a leaflet to persuade people in your area to be more careful about litter and waste. [20]

Write your leaflet.

A large, empty rectangular box with a thin black border, intended for the student to write their leaflet. It occupies most of the page below the instructions.

A Leaflet Raising Awareness

Top ten tips for an informative leaflet

1. Include a clear title
2. Use sub-headings to organise your information
3. Ensure you have four or five clear sections
4. Write as if you are an expert
5. Use bullet points for one section but also include paragraphs
6. Use rhetorical questions, lists of three and pronouns like 'we' and 'you'
7. Use some contractions (shortened words like 'don't')
8. Use direct instructions (imperatives)
9. Link your opening and ending
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A leaflet Raising Awareness

B1. The head teacher of your school has asked you to write a leaflet entitled 'Staying Safe on the Internet.' You should outline the dangers of using the internet and ways to avoid these dangers.

Write your leaflet.

Staying Safe on the Internet

Can't live without Facebook and MSN? Love reading celebrity blogs? How would you do your homework without researching on the internet? There are so many benefits to using the internet, but an equal number of dangers. Do you know how to stay safe on the internet?

Beware of the information you give about yourself

Don't give out any personal information online as people may use it to contact you when you don't want them to.

Unless you have an adult's permission, never give out:

- Your real name or your friends' names
- Your home, school or email address
- Your home or mobile phone numbers
- A photo of yourself
- Your parents' bank or credit card details

Stranger Danger

Don't arrange to meet anyone you've met online, no matter how well you think you know them, without your parent's permission. Remember that meeting someone you've only been in touch with online can be dangerous as they may have been lying about who they are and how old they are. Of course this works both ways. You also always need to tell the truth. Claiming to be 18 when you are only 14 could lead to tricky situations.

Privacy

Don't let the ghost of internet past come back to haunt you. Remember that what you post on the internet may seem funny and amusing at the time, but a few weeks down the line you may wish to forget about "that photo". Let's be honest, some things are best kept private.

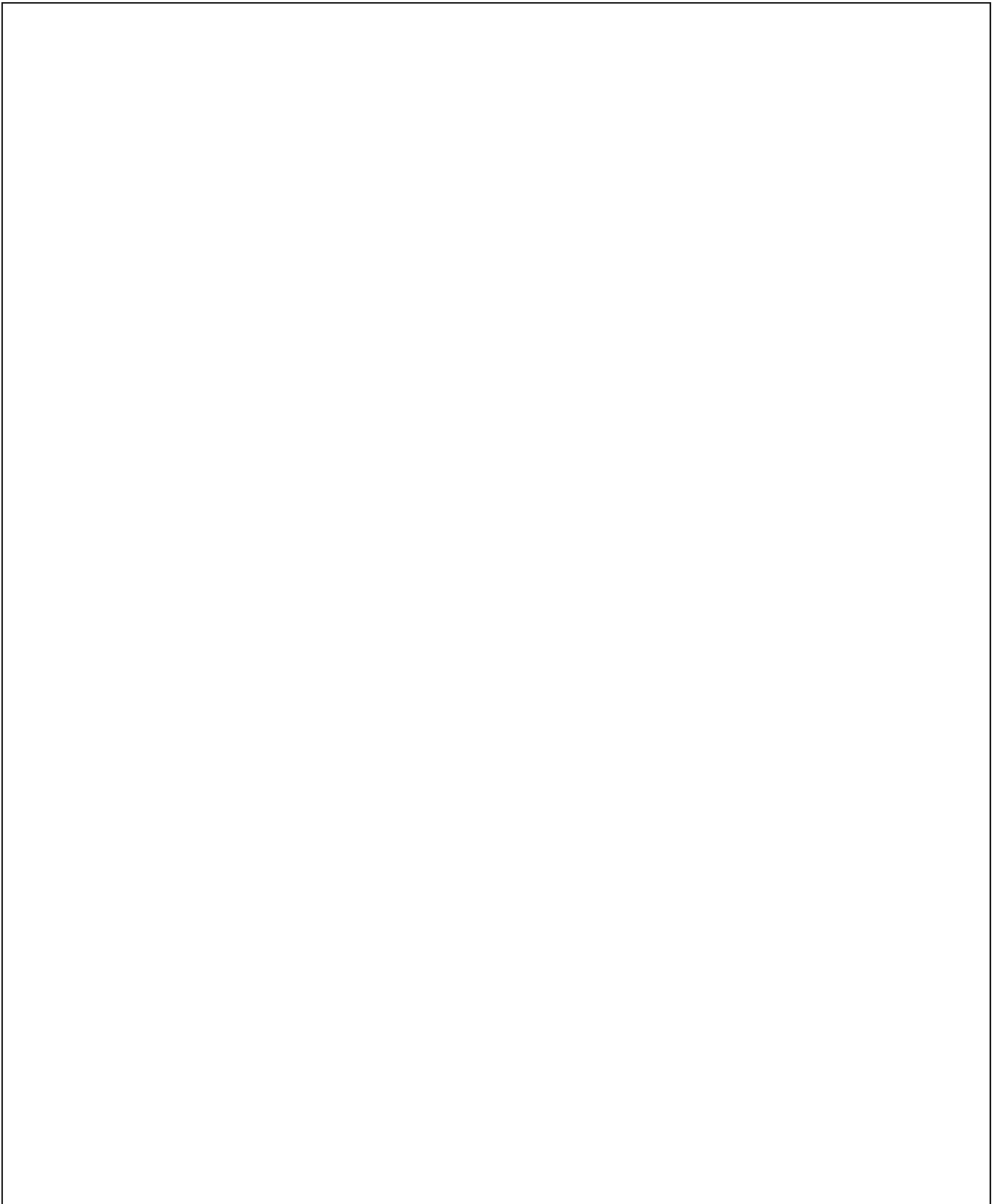
Beware what you download

If there is one thing to avoid it's a cross parent whose computer now has a virus because you decided to download something dodgy. No one in this situation is a winner. You are probably grounded and you can't even use the computer to share the misery with your friends.

Remember the internet is great, but only if you stay safe whilst using it.

Have a go at this one:

Write a leaflet for students in your school called 'The importance of exercise'

A large, empty rectangular box with a thin black border, intended for the student to write their leaflet. The box occupies most of the page below the instruction.

A Speech

Top ten tips for a speech

1. Ensure you include an engaging opening, perhaps by asking direct questions to the audience
2. Use connectives to make the links between your sections clear
3. Ensure you have four or five clear paragraphs – just because it is a speech, doesn't mean you should write in one big block!
4. Consider counter arguments
5. Defeat counter arguments
6. Use facts and statistics (make them up)
7. Use rhetorical questions, lists of three and pronouns like 'we' and 'you'
8. Use contractions (shortened words like 'don't') if your audience is familiar to you
9. Link your opening and ending (perhaps by answering the questions you posed in your opening)
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A Speech

You have to give a talk to your class with the title "CCTV in schools: what do you think?"

Write what you would say.

I'd like to begin by asking you a question: how would you feel if you came into school tomorrow and discovered that CCTV cameras had been installed all over the school? You're probably sitting there thinking, "That'll never happen!" Well, listen carefully because we recently found out that two hundred schools across England have already put CCTV cameras in their corridors, playgrounds, canteens and even in toilets and changing rooms.

Before we all start shouting about our rights, I have to admit that I can understand some of the reasons why teachers might want to have CCTV.

Firstly, I know that sometimes children get bullied in school and maybe that is the most positive reason to have CCTV, especially in places where the teachers don't go, such as the toilets. I remember, when I was in Year 7, I felt really nervous about going into the toilets because you never knew who would be in there. Nothing ever happened to me, but I did hear about a few people being called names by older students when they went to the loo. Teachers want to protect students and make sure that we feel safe and CCTV could be one way of achieving that.

In addition - and I personally think this is the most persuasive reason to have CCTV in schools - CCTV might prevent people from stealing. One of the worst things that happened to me and my friends was when someone (we still don't know who) sneaked into the changing rooms while my class was playing football on the fields and stole anything valuable they could find: mobile phones, wallets and iPods were all taken. My mum couldn't believe there was no way of finding out who was responsible. If there had been a camera, it would have been easy to track down the criminal.

On the other hand, there is the issue of our privacy. We are just kids and generally, people behave well and do what they are supposed to do, so I don't really feel like we need CCTV everywhere. After all, if someone wants to bully, or steal or truant, I guess they will just find another place to do it because no school will be able to have cameras that cover every single area and any decent thief will simply chuck a jumper over the camera before they start searching through our belongings.

So, while I can see the reasons for CCTV, I have to conclude that there are more important things schools could spend their money on. What do you think?

Have a go at one of these:

Many older people don't use computers or the internet, either because they don't see any value in them or because they are afraid of modern technology.

You have been asked to give a talk to a group of older people to persuade them to use computers and the internet.

Some of the benefits of the computer and the internet that your talk might include are:

- keeping in touch with distant relatives and friends;
- getting information on hobbies or interests.

Write what you would say.

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.

Your school or college has agreed to raise money for a charity.

You decide that you will give a talk to your fellow students to persuade them to agree to raise money for the charity of your choice.

Write what you will say to them, explaining why your choice of charity is a good one, and giving suggestions about the fund-raising events that could be held.

You have to give a talk to your class with the title 'Mobile phones: a blessing or a curse?'

Write what you would say.

A Guide to a Place

Top ten tips for a guidebook entry

1. Make it interesting, lively and entertaining
2. Begin with the general information about location and history
3. Ensure you have four clear paragraphs- write an introduction, two main paragraphs weighing up positives and negatives and a recommendation (You will enjoy this place if...)
4. Use connectives to make the links between your sections clear
5. Use some good descriptive words
6. Use contractions (shortened words like 'don't')
7. Use words like 'Whilst...' and 'Although' to balance good and bad
8. Use facts and statistics (make them up)
9. Link your opening and ending
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A Guide to a Place

B2. *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.

Once a popular spa resort, Royal Tunbridge Wells lies 30 miles south of London in Kent. You can explore the beautiful architecture of The Pantiles and wander round the independent shops, cafés and restaurants. Unless you're prepared to return on a summer evening for the Jazz Festival, The Pantiles can seem quiet. The High Street boasts boutiques and jewellery shops, but you can also find second-hand bookshops and cafés.

Since it is hilly, expect a long walk up along the High Street, past the railway station. At the top of the hill is the modern shopping centre with all the usual chain-stores. Next to the indoor shopping centre is a pedestrian street where people can sit outside at a café. While there are lots of restaurants, some are expensive.

On a less positive note, the town, outside the Pantiles, is much like any other, with the normal selection of chain stores, £1 stores and sports shops. The out- of- town shopping centre is one to be avoided and traffic can be a real headache around rush hour. For cheap parking, use one of the supermarkets and walk into the centre. Just don't forget to buy something in store or you may find yourself clamped! Parking in the centre is almost impossible and we would advise not even to try during business hours.

The train takes 50 minutes to London, so you can visit Royal Tunbridge Wells in a day. Alternatively, you could drive into the gorgeous countryside to see the traditional oast-houses and find a pub for lunch.

Have a go at this one:

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. [20]

A Review

Top ten tips for a review

1. Include a bold and catchy headline
2. Employ a light-hearted, chatty tone but still write accurately! Write as if you are an expert on the topic
3. Ensure you have four or five clear sections: basic information, plot synopsis (what happens in the film/ book in present tense), good points, bad points, is it worth seeing/reading etc.
4. Use connectives at the start of each paragraph (linking words)
5. Use rhetorical questions, lists of three and pronouns like 'we', 'our', 'us' and 'you'
6. Use lots of adjectives to describe the film eg. Fast-paced, action packed chase scenes...
7. Use contractions (shortened words like 'don't')
8. Employ humour
9. Link your opening and ending
10. Use short, punchy sentences

See if you can find these ten features in the following example...

A Review

Write a review of a film, CD or book you have bought recently.

Adapting *The Hunger Games* for the big screen was never going to be easy. The popular novels are full of sci-fi details like human/dog hybrids, burning dresses and genetically modified wasps. Thankfully, though, instead of going for endless CGI graphics, the director has chosen a more intelligent approach and it really works! The first movie in *The Hunger Games* trilogy has something to please everyone: a good love story, great action sequences and a more intelligent story-line than your average teen-action movie.

What's the plot?

It's the near future. The world we know has been destroyed by war and the government now rule by fear. People live in districts, where they are forced to provide for the wealthy people of the capital. Every year, the districts must send a tribute to take part in a reality TV show. The twist with this particular show is that the contestants are children and these children must fight to the death! Katniss, the heroine of the books, is a poor and lonely girl, who has lost her father and whose mother is paralysed with grief. She finds an escape beyond the fences of District 12, where she hunts deer with her bow and arrows. When the *Games* come around, who should get picked? Well, not Katniss actually, but her sister Primrose. Knowing her little sister wouldn't stand a chance, Katniss steps in to save the day.

Is it any good?

As far as teen action films go, this is a very watchable one. Unlike *Twilight*, *The Hunger Games* is subtle and isn't packed with too much action. The acting, too, leaves R-Patz and K-Stew in the shade. Another good thing is that the CGI isn't overdone and the director doesn't rely on music to build tension. There is, however, plenty to keep sci-fi fans happy with all sorts of imaginative creatures, lethal weapons and some gory deaths.

On a less positive note, some of the supporting performances are weak and clichéd. Haymitch, played by Woody Harleson, becomes rather annoying after the first few minutes. Fans of action, might find the opening half-hour slow and laborious and some younger fans may find the violence frightening although it is never too graphic.

Should I go and see it?

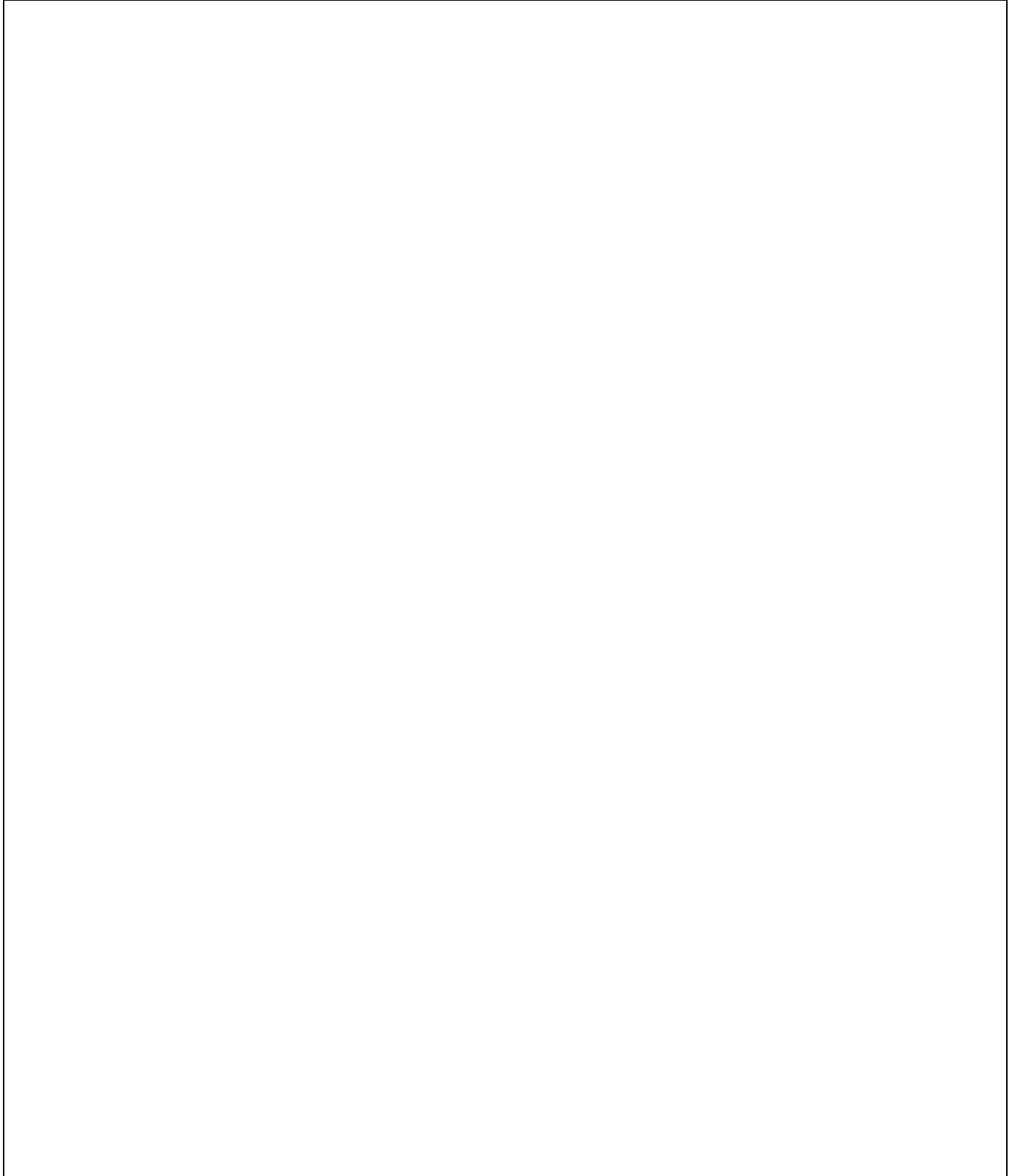
All in all, if you enjoyed the novels, you will enjoy the film; however, fans of non-stop, blood and guts action beware: you might find *The Hunger Games* a little slow and wordy.

Have a go at this one:

Write a review of a book, film or music CD for a magazine which is read by people of your age.

Your review should include:

- details about the book, film, or CD you have chosen;
- comments on its strengths, if any;
- comments on its weaknesses, if any;
- a clear recommendation.

A large, empty rectangular box with a thin black border, intended for the student to write their review. It occupies most of the page below the instructions.

Good

Luck!