

Writing to advise

Examples of questions:

- 1) Write an advice sheet for 16 year olds on how to be more healthy.
- 2) Write an advice sheet about road safety for pedestrians and other road users.
- 3) Write a letter to your local MP advising them on the opinions of teenagers regarding his new policies on the National Curriculum: that the hours given to sport in school should be decreased.
- 4) Write a letter to a friend giving them some advice about smoking.

Writing to inform

Try to define what 'writing to inform' means. What kind of writing does it need to be? Think about style/ content/ tone etc.

If you are stuck try to think about informative writing that you might come across (newspaper article, an information leaflet etc).

Informative writing is....

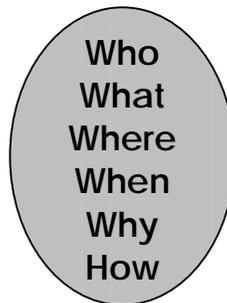
Informative writing needs to be....

I'll start:

It needs to be relevant. It should be clear. It should be honest, not biased.

What you need to remember with informative writing is:

THE 5 W'S AND H:



Why are these important?

What dangers or pitfalls could there be with this kind of informative writing?

How could you avoid these?

Writing to explain

Try to define what 'writing to explain' means. What kind of writing does it need to be? What is required in an explanation? What do you need to think about when explaining something? Think about style/ content/ tone etc.

When explaining I need to think about...

I'll start:

Who I am explaining to (age, gender etc). What they already know.

Writing to explain is usually quite clear, but there is an appropriate style, and there are pitfalls.

What dangers or pitfalls could there be with this kind of explanatory writing?

How could you avoid these?

Some useful notes:

- If you are explaining, you are giving more than just a detail or a fact, you have to justify it and give the reason for it. So the 5W's and H are also relevant here too. *Because* and *Why* are useful words!
- Explanations have analysis in them (because that is what an explanation is!!!), so you need to break down all the details of what you have to explain into the main components/ parts, put them in order, and then explore the effects of each part (Think: if you were trying to explain how to work a microwave you would have to explain its function, perhaps a little of the science, then go through the motions: open the door put the food in etc- they can't cook food without opening the door...)
- Explanations need to be clear and honest, and authoritative in tone. They could be personal (emotional and subjective) or factual and balanced. Make sure that you know which type of explanation you are giving.

Examples of exam questions:

- 1) Explain how an incident from your life affected you in an important way.
- 2) Think about a piece of household equipment which might break down. Write an account for a repair firm explaining the nature of the fault so that they understand what you want to be done.
- 3) There are many pressures on young people today. Explain what you think the main pressures are and how they affect your life and the lives of people you know.
- 4) Write a letter to a (English speaking) foreign correspondent explaining who you are and a bit about yourself and what it is like to live in England.
- 5) Many people have hobbies. Write about one of your hobbies, explaining what it involves and what it means to you.
- 6) Write an article for a teenage magazine in which you explain one of the following:
 - a. Friendship is...
 - b. Bullying is...
 - c. Success is...

Examples of questions:

- 1) Schools often organise school visits. Write a letter to the parents informing them about the school trip, and about the educational value of the visit.
- 2) Schools often organise school visits. Write an article for the school newsletter which will inform parents about the educational value of a visit in which you took part. Your aim is to make the parents want to support future visits arranged by the school.
- 3) People often enjoy reading about the interests and hobbies of others.
Choose something that you are interested in and know a lot about and write about this in a way that will inform others.
- 4) Write an informative article for teachers about a new design to the school classroom that might benefit their teaching.
- 5) Choose a relative of yours. Write an informative article about him or her for a local newspaper section entitled 'Local Heroes'.
- 6) People are shaped by their experiences. Choose an experience that you feel has helped you develop into the person you are, and inform a reader about this event and how it shaped you.