

# Writing Mat CfE Second Level

## Past, Present or Future?

You can use the correct tense in your writing: Yesterday I flew... Now I am flying... Tomorrow I will fly...

## Text types and Genre

Each text should have an introduction, paragraphs and a conclusion.

**Recount:** telling what happened in order of time

**Non-chronological report:** one subject split into sections

**Persuasion:** all the good points of one side of an argument

**Explanation:** telling how something or a process works

**Discussion:** two equal sides on an argument

## Instructions or directions:

Numbered/bullets, clear information, no steps missed out

## Connective Confidence:

and, so, but, because, when, however although, never the less, despite, also, meanwhile....

Can you find a word quickly in the dictionary or using a spellchecker?

Can you use a thesaurus to vary your vocabulary?

Are you using what you know about spelling patterns and rules?

**Vocabulary:** The words you choose are appropriate and suitable for your audience and your purpose. Your choice of words engage and involve your reader... murderous, forbidding, silhouette, attractive, gigantic, generous, miniscule...

## Imaginative/story writing:

You should be able to create a story that has interesting characters, a well described setting and a good and clear plot with an opening, turning point, climax and/or ending.

Prefixes	Suffixes
Auto = self or own (autobiography, autograph)	er = to compare (smaller, taller, louder)
Super = above (superman, superstar, supermarket)	-est = the most (fastest, quietest)
Re = again (review, rewind, reboot)	al = like something (herbal, tribal, thermal)
Un, Dis or Mis (negative meanings)	

- You're using paragraphs and sub-headings.
- Your sentences are of different lengths.
- Your handwriting is clear and neat. You make good use of font size, style and colour and graphics in digital texts.
- You can use notes to help you create a text, making sure you've picked out the important information.
- You can acknowledge your sources of information.
- You read over and edit your text: Does it make sense? Is it technically accurate? Does it meet its purpose?

## Openers Operational:

Suddenly... Before... Never... Always... Meanwhile... Eventually...

## Punctuation Power:

<b>A</b>	Capital letters for the start of sentences, names and places.
.	A full stop at the end of a sentence.
!	Exclamation marks for exclamations or surprise.
?	Question marks for questions.
,	Commas to separate items on a list.
“ ”	Inverted commas or speech marks around speech.
...	Ellipsis for suspense or long pauses.

## Homophones and Near Homophones (They're Tricky):

quite/quiet	are/our
your/you're	which/witch
to/two/too	aloud/allowed
whether/weather	effect/affect
rain/reign/rein	hear/here
	their/there/they're
accept/expect	he'll/heel/heal