

Year 9 Non-Fiction Spring 2 English Language Knowledge Organiser: Letter, Speech, Review



Writing A Letter

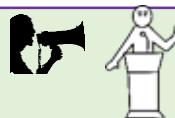
You may be asked to write a formal or informal letter. You should include:

- addresses
- a date
- a formal salutation / mode of address as required e.g. Dear Sir/Madam or a named recipient
- effectively/fluently sequenced paragraphs
- an appropriate mode of signing off: Yours sincerely/faithfully.

Writing A Speech

For a successful speech, you need:

- a clear address to an audience
- effective/fluent linked sections to indicate sequence
- rhetorical indicators that an audience is being addressed throughout
- Emphatic points with facts / statistics / an expert voice
- a clear sign off e.g. 'Thank you for listening'



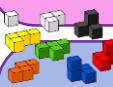
Writing A Review

You may be asked to write a review of a book, a film, a favourite piece of music and so on.

You must explain to the reader what are the advantages and disadvantages of the thing you are reviewing and provide your own opinions on it. Use some facts and statistics and even a quotation from a review by someone else. You must include a star rating.

- Flows from one idea or argument to the next
- Engaging opening to the writing.
- Powerful finish to the writing.
- A carefully chosen and crafted order of ideas including within paragraphs and sentences.
- Use of discourse markers/connectives to link complex ideas.

Structure



- Paragraphs are linked together and in an order that engages the reader and makes their argument easy to follow.
- Paragraphs allow the structure of the piece to come through to the reader easily.

Paragraphs

- Complex, detailed ideas with specific examples used to develop them and make them relevant for the reader.
- Wide-ranging ideas that cover multiple areas within an argument and avoids repetition.

Ideas



- Really impressive vocabulary choices chosen for effect
- The choice of vocabulary makes the writing interesting and engaging for the reader.

Vocabulary

- Your argument is clear and makes sense.
- You sound confident in the way you write
- The writing is engaging and genuinely interesting for the reader.
- The writing has a distinctive voice that flows.

Communication



Tone, style, register

- The tone (sound of writing) is confident and changes dependent on the point being made.
- The writing is appropriately formal or informal (register).
- The pace (speed) of the writing changes depending on the point being made.

ToPTiPs New paragraph for:
1) New Topic: Whenever you start a new topic.

2) New Person: Whenever you talk about a new person.

3) New Time: Whenever you change the time in your writing (so back to the past or move forwards to the future).

4) New Place: Whenever you switch places.

Remember that you can use paragraphs for emphasis and effect as well. If you put a one sentence paragraph in the middle of your writing, how will that affect the reader? If you put a long paragraph at the start and shorter action-packed sentences afterwards, how will that make the reader feel? Why? Experiment with your paragraphing.

Varying Sentence Openers:

There are many ways of opening sentences besides just repeating 'I' or 'The'. The acronym 'iSpaced' will get all of these sentence openers into your head:

-ing sentence openers

Considering his future, he went to the Careers Advisor

During the evening, it snowed heavily.

Shouting, she ran away from the ghost.

Simile sentence openers

As fast as a cheetah, he made his escape.

Like a fish in the sea, she swam across the

water.

Preposition sentence openers

At the end of the evening, they returned home.

Through the streets of Birmingham, there are thousands of shops.

Inside the cupboard, it was dark and scary.

Adverbial sentence openers

Quickly, he packed his bag for school.

Silently, she read the book in the Library.

Surprisingly, no one was in the classroom.

Connective sentence openers

Although you worked hard today, it wasn't

quite enough for a merit.

However, I will say well done for your effort.

Despite his disappointment, the student kept smiling.

-ed sentence openers

Disguised in her costume, she was a hit at Halloween

Shocked by the score, the football team gave up.

Challenged to a staring contest, the student reluctantly agreed.

