

Y10 English Language Paper 2 Knowledge Organiser- Transactional Writing

How to approach the question:	AO5	AO6	Timing	Marks
<ol style="list-style-type: none"> 1. Read the questions and choose one to answer 2. Identify PAF (purpose, audience and form) 3. Spend 5 minutes planning your response 4. Write down the question number 5. Complete your response 	<ul style="list-style-type: none"> • Communicate clearly, effectively and imaginatively, selecting and adapting tone, style and register for different forms, purposes and audiences • Organise information and ideas, using structural and grammatical features to support coherence and cohesion of texts 	Candidates must use a range of vocabulary and sentence structures for clarity, purpose and effect, with accurate spelling and punctuation	5 minutes planning 35 minutes writing	AO5- 24 marks AO6- 16 marks
Transactional writing forms:	Purpose	Audience	Form	
You could be asked to write:	Why are you being asked to write the piece?	Who are you being asked to write the piece for?	You could be asked to write any of the 6 forms. But, it is important that you know the features that the examiner expects to see with each form.	
<ul style="list-style-type: none"> <li style="width: 50%;">• A letter <li style="width: 50%;">• A speech <li style="width: 50%;">• An article <li style="width: 50%;">• A guide <li style="width: 50%;">• A report <li style="width: 50%;">• A review 	To inform? To persuade? To entertain? To advise?	Remember: this will dictate your tone, the formality and the language you use		

	What do you need to include?	DAFOREST
The Transactional Forms	Letter They may ask for a formal or informal letter The letter must start (Dear) and end correctly (Yours sincerely/ faithfully) or for informal letters (see you soon) <ol style="list-style-type: none"> 1. Opening: <ul style="list-style-type: none"> • Establish your audience and purpose, be formal, use the correct salutation- Dear Sir/Madam if you don't know the person or Dear (name) if you do 2. Main part: <ul style="list-style-type: none"> • Paragraphs- each one with a clear topic 3. Ending: <ul style="list-style-type: none"> ○ End with a decisive statement or a clear indication of what you want the recipient to do or feel. 4. Sign of with yours faithfully (if you don't know them) or yours sincerely (if you do know them) <p>Formal- standard english Informal- colloquial language, recipients first name- more chatty tone. You may refer to shared experiences.</p>	Direct Address Alliteration Facts Opinions Rhetorical Question Repetition Emotive Language Statistics Triples (Hyperbole/ Anecdote)
	Article <ol style="list-style-type: none"> 1. Catchy headline 2. Subheading with more information 3. Opening- engage the reader/ outline the main points of the article 4. Middle- series of paragraphs that go into more detail 5. End- concluding paragraph that draws the points together- call to action/ further help 6. You may want to use a circular structure where the conclusion links back to the opening idea 	Connectives/Discourse Markers: Position: <ul style="list-style-type: none"> • Firstly • Secondly • Thirdly • Next • Meanwhile • Subsequently • Finally • To summarise • In conclusion Emphasis: <ul style="list-style-type: none"> • Importantly • Notably • Significantly • In particular • Addition • Furthermore • Additionally • In addition • As well as Contrast/Compare: <ul style="list-style-type: none"> • Although • Whereas • Alternatively • Likewise • Similarly
	Report <ol style="list-style-type: none"> 1. Introduction- overview of the report's topic 2. Divide the topic into sections with subtitles 3. Recommendations at the end in a conclusion- need at least 3 suggestions/ recommendations 4. Thank the reader 5. Signed and dated by the inspector 	
	Speech 3 part structure: <ol style="list-style-type: none"> 1. Highly engaging and motivational opening- make it clear you are writing a speech- 'Ladies and gentlemen, I am delighted to be here to...' 2. A well- structured argument with several main points that considers possible counter arguments- use paragraphs 3. A dynamic and memorable conclusion- maybe a call to action 	
	Guide <ol style="list-style-type: none"> 1. Clear headline 2. Subheadings- for each sub topic 3. Clear introduction- what is the guide about? 4. Lists with bullet points 5. Website/ contact details at the end 	
	Review <ol style="list-style-type: none"> 1. Strong opening statement- Overview of the piece you're reviewing- writer/ director/ genre/ actors and present your opinion 2. Provide more details about the content- eg. Film- explain the plot briefly or a product- briefly say what the product does 3. Write about strengths and weaknesses (one paragraph on each- start with strengths if it is a positive review and weaknesses if it is negative) 4. You may want to consider including recommendations 5. Conclusion- state your opinion- are you recommending it or not? 	

