

**Key Vocabulary:**

Summarising - *giving a brief statement of the main points of a text*.

Viewpoint/Perspective - *a particular attitude towards or way of regarding something / a point of view.*

**Before you start analysing or writing, think about the TAP!**

Type – what type of writing are you being asked to write/analyse?

Audience – who are you writing for? Who is the writer’s intended audience?

Purpose – what are you trying to achieve? Is the writer trying to persuade, argue, advise, or inform?

**In this unit, you could be asked to write any of the following:**

**Speech**

* Open with a welcome/greeting – e.g. ‘Good afternoon ladies and gentlemen’ or ‘Fellow classmates’. Outline what the speech will be about: ‘I will talk to you about…’
* Make 3/4 key points and expand on them
* Conclusion to summarise ideas. End by acknowledging the audience: ‘Thank you for listening.’

**Article**

* Headline and Strapline
* Include who, what, where, when, how and why?

**Leaflet**

* Present information so it is easy to find using headings and sub-headings

**Letter**

* Address and date in the top right of the page
* Address of the person you are writing to on the left
* Dear Mrs Fletcher = yours sincerely or Dear Sir/Madam. = yours faithfully
* Short introductory paragraph
* 3-4 middle paragraphs
* Concluding paragraph summarising ideas.

**Writers’ Methods:**

D– Direct Address

A – Alliteration / Anecdote

F – Facts

O – Opinions

R – Repetition / Rhetorical Question

E – Exaggeration / Emotive Language

S – Statistics

T – Tripling (Rule of Three)

**5 + 1 Non-Fiction Writing Structure:**

P1: Imagine… Worst-case scenario first sentence - hyperbolic. Present the problem BBC news has recently reported ‘\_\_\_\_’.

P2: Evidence of the problem. Statistics and survey.

P3: Consequences if the problem is not solved. Expert opinion – gives the statement or contradicts the statement. One month, six months, one year.

ONE SENTENCE PARAGRAPH.

P4: Solution to the problem. Compare to a country which does not have this problem.

P5: Imagine… Best-case scenario.

**Analysing Non-Fiction Texts:**

What? What has the writer done? *What is the writer’s viewpoint? What evidence tells you that?*

How? How has the writer done it? *How has the writer presented their viewpoints? How do we know this? What methods have they used?*

Why? Why has the writer used these methods? *What is the effect?* Why is the writer presenting their viewpoints in this way*? What is their purpose/intention/aim?*

Comparative Connectives: However, whereas, contrastingly, alternatively, similarly, likewise, on the other hand.

**English**