



Types of non-fiction writing

- Read any instructions about the task.
- Read each writing task carefully at least twice.
- Highlight any key words that suggest:
 - purpose
 - audience
 - format
 - tone.
 - content

Check if any of the materials you have read can inform your writing. Never copy directly from the resource.

You could be asked to produce some of the following:
letters, articles, reports, blogs, guides, factsheets, emails, short stories, webpages, talks, descriptions, monologues.

Planning

Work out what your views/ideas are about the topic.

- **Audience** – who am I writing for?
- **Purpose** – why am I writing?
- **Format** – how will I set out my answer?
- **Tone** – is the writing formal or informal?

Your plan should get you to a point where you can start to write. You must clearly decide your main points. Create a logical plan that also encourages you to think about sequence. For example:

- **Introduction** – what will you write about?
- **Paragraph 1** – explore your first point or idea.
- **Paragraph 2** – add another concept or idea.
- **Paragraph 3** – powerful argument/try a counter argument.
- **Conclusion** – sum up your final points/final appeal/ideas.

Spend no longer than 5 minutes planning. Think about:

- Any other ideas or points you can add
- Key terms or vocabulary that you want to add
- Any useful techniques
- Content – what will you write about?
- How can you make your writing stand out?
- Always consider register and voice.

The content

Too many plans focus on techniques, strategies and concepts rather than detail. It is vital that you know **what** you will write about before you start writing.

- Do you have any prior knowledge about the topic?
- Do you have any strong views about the topic?
- Can you think of anything different or unusual that might make you stand out?
- Does the task link to any prior experiences you can refer to?
- Have you been given a statement? Do you agree or disagree with it?
- What can you add to **develop** your ideas?
- How will you link your ideas together to form a fluent piece?

Structure and organisation

- Write in paragraphs.
- Use subheadings or headings as needed.
- Ensure your writing is accurately structured (for example, use the correct format for a letter or report).
- Use topic sentences to organise your work and introduce new ideas.
- Consider how you will link paragraphs.
- Use a counter argument to introduce a strong view.
- Always have a clear beginning, middle and end.

Top tips

- Never start writing without spending time planning.
- Consciously structure your work.
- Save enough time so you can produce a detailed piece of writing.
- Never copy chunks from a text or resource page.
- Never waste time drawing pictures or graphs.
- Remember to save enough time to proofread your work before completing the exam.

Vocabulary

- Use signposts – *firstly, in addition, finally*
- Emotive language – *appalling, sensitive*
- Imperative verbs – *listen, think*
- Modal verbs to give options – *might, could*
- Words to appeal – *you, we, us, our*
- Words to organise – *in conclusion*

Linguistic and literary approaches

To engage a reader, think about using:

- repetition
- rhetorical questions
- comparison
- connectives
- tone
- structure
- headings
- facts
- statistics
- imperative verbs
- topic sentences.

Sentence types and paragraphing

- Vary sentence construction. For example, use verb fronted/simple/complex/compound sentences.
- Use a range of punctuation types.
- Use command sentences.
- Use topic sentences.
- Use TiP ToP paragraph rules for when to add a new paragraph:

Ti – time **P** – place

To – topic **P** – person change