

WJEC English

How to get a grade C on Paper 2 Writing

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Paper 2 Writing

Transactional

You must do **both** of the tasks in Section B.

Each is worth 20 marks and you are expected to spend about 35 minutes on each.

Divide up your time:

5 -10 minutes – planning

20-25 minutes – writing

5 minutes – checking

Each question will tell you the length required eg. 'one to two pages in your answer book' – stick to it.

Take special care with handwriting, spelling, punctuation and layout.

Remember...

Timing is key...you are being assessed on the quality of your writing skills...plan and check your work carefully.

P.A.F the question...

Analyse or P.A.F the question in detail.

What is the purpose of the piece?

- To argue a point
- To persuade
- To advise
- To analyse
- To review
- To comment

Who is the audience of the piece?

- Teenagers
- School governors
- Employer
- Young children
- Old people etc.

What is the form/format of the piece?

- Letter (formal/informal)
- Reports
- Articles/reviews
- Leaflets
- Speech/phone-in

Plan your answer

Once you have P.A.F 'd the question, you can then think about content and style.

What will you include in the piece? It will probably be around 6 paragraphs, so you'll need 6 things to say (one in each paragraph).

What will be the tone of the piece? Slightly humorous? Very formal?

Spend about 5-10 minutes (no more) jotting down the plan. Do it as a list, bullet points, a mind-map, whichever way is easiest.

Before you start writing, check once again that you have the correct purpose, audience and format in mind. Think about how this will affect your style of writing.

Whilst writing, tick off each paragraph on your plan as you complete it – you don't want to get lost half way through.

Writing Formats...

Letters

- Always set it out like a letter. Your address top right etc.
- Think about the audience of the letter. Is it to someone you know? Sir/Madam? The bank manager?
- Think about the start and finish of the letter.
- Always finish the letter in the correct way eg. yours sincerely (know their name), yours faithfully (you don't).

Leaflets

- Make it look like a leaflet
- Remember these are usually used to persuade or inform, so keep in mind your audience.
- Make your points clear
- Use headings, sub-headings, bullet points, fact boxes, boxes of essential info. etc.
- Think about where pictures would go and what they might be but don't spend too long on this. Draw the box where the picture would go and label it, DO NOT draw the picture – you don't have time.

Reports

- These tend to be very formal
- Highlight important issues
- Use bullet points, number a list etc. if it's relevant

Articles/Reviews

- These differ depending on the audience and content – be careful therefore to think about this before you start writing.
- Style is less formal

Speech/phone-in

- Key thing to think about is that it is written to be read aloud. Try to imagine what it would sound like as you read it.
- Speeches often use rhetorical questions, repetition, personal anecdotes, humour, personal pronouns etc.

Key to success...

Timing – divide up the time equally and stick to it!

PAF the question...

PLAN your answer

Presentation – think about layout, handwriting etc.

PARAGRAPHS – make it clear where they are!

Check your work very carefully

How to Prepare...

- Collect different types of texts and look at the layout, content, style, choice of vocab etc.
- Practise planning for different types of question
- Practise paragraphing in every subject area
- Time yourself.
- Remember to PAF, PLAN, Paragraph