

English Language Component 2 - Section B, Transactional Writing

LO Know

- For Section B of both English Language Paper 1 (20%) and 2 (30%) you will be required to produce pieces of original writing.
- English Language Paper 2 requires you to write two original pieces of non-fiction writing in the style of either a: report, article, leaflet, review, speech or letter.
- To produce engaging writing, you need to consider the language techniques used as a writer.
- Remember **SOAPAIMS** for creative writing.
- Remember **DAFORREST** for non-fiction/persuasive writing.

Task 2 - Read and Complete Table

- These are techniques to use in your **Transactional Writing** for effect.

Language Technique	Definition	Example	Write your own Example
Direct Address	When you address the reader	Your Country needs You!	
Anecdotes	An appropriate personal story to inspire, engage and persuade the reader to believe in the message of your writing.	When I was younger I failed school and this inspired me to work hard later.	
Facts	A true statement	1 in 4 homeless people in the U.S are former Army Veterans	
Opinion	A personal belief	Manchester United are the best team in the world.	
Rhetorical Question	A question to the reader that does not need an answer	Are you nervous about taking your GCSEs.	

Repetition	When a word or phrase is repeated	It's not your fault. It's not your fault. It's not your fault.	
Emotive Language	Language that provides an emotional response	I'm sick. I'm tired. I'm sick of not having the courage to be a nobody.	
Statistics	A fact based on numbers	553,230 live in Manchester	
Tricolon	The use of three phrases in quick succession	We came, we saw, we conquered	

GAPS

LO Know

- Before you begin the writing section of English Language Paper 2 you need to consider the GAPS.
- Depending on whether the task is a report, article, leaflet, review, speech or letter, you will need to think of the GAPS before writing.

Audience - you will need to adapt your writing to the audience you are writing for. The way you write for an official report would be different to the language and approach you would take when writing for a teenage magazine.

Style – you will need to adapt your style of writing to the task format.

If the task format is a report your style will need to be more formal, professional and informative.

If the task format is a speech or letter your language can be more informal, emotive and personal.

G A P S

Genre – you will need to adapt your writing to what the task format is. Whether the task is an article, leaflet, review, speech or letter you will need to present your writing so it matches the task format.

Purpose - Depending on what the task you will need to consider the purpose is for the task.
Are you expected to write to **inform** your audience? – i.e. a report/leaflet
Are you expected to **argue** something to your audience? – i.e. a letter/article
Are you expected to **persuade** your audience of something? – i.e. a speech

Task 1. – Writing a report – Finish the report below

LO Know

- When writing any Transactional piece of writing remember they all need to follow the same layout and structure.
- You need to also adapt structure to the key features of the genre! Article needs a headline; speech will need a greeting to the audience at the start.
- **Introduction** – introduce the topic you are writing on and what you are going to discuss in your writing.
- **3 Main Points** – Three ideas that build on what you are discussing/ writing about in your work. Well-structured paragraphs covering the strengths and weaknesses.
- **Conclusion** – Ties everything together and can offer your point of view depending on the task format.
- **Important** - Reports should be impersonal and objective in tone – you'll need to go through arguments for and against, then come to a conclusion that demonstrates your own point of view.
- The purpose of reports is almost always to inform, but they often advise their audience too.

- You need to make sure you write for the correct audience – reports are normally written for a particular person or groups of people.
- CONSIDER THE **G A P S**

Task – Finish Report

Your school has received a grant to fund extra - curricular activities.

Write a report for the board of governors suggesting how they could spend their money to improve the school.

You could include:

- Examples of extra-curricular activities they could spend the money on
- Your ideas about how the money might be spent.

Headline – needed for

At the start clearly show you are aware of the audience and the task focus.

Phrases (Discourse Markers) like ‘on one hand’ show that you have thought about both sides of the argument.

A Report into the possible uses of the Extra-Curricular Grant

This report has been commissioned by the board of governors to identify the best use of the funds available for extra - curricular activities at St. Swithins Park Secondary School. Two options have been investigated: the rock- climbing club and the film society. After careful consideration of the evidence collected from various interviews and data analysis, the conclusion has been reached that the film club is most logical recipient of the funds.

On the one hand, the rock-climbing club appears to be the most obvious choice as it’s the most costly to run: the club organises frequent expeditions involving expensive equipment and high travel costs. Having said that, the club does charge a members’ fee, which helps to alleviate some of the financial burden.

Following on from this/ In addition....

For a report the language should be formal and impersonal yet still convey a viewpoint. Reports do not need as many DAFOREST techniques

You have decided to write a review for a broadsheet newspaper to share your own views about the concert. You could write about it in a positive or negative way.

Write a review for the newspaper giving your views.

Headline!

This review is for a broadsheet newspaper, so make sure you adapt your writing appropriately – use a formal style with sophisticated language.

Make sure your review is informative as well as entertaining.

'Music through the millennium': A Feast for the Ears

From the moment the audience took their seats, the auditorium was buzzing with excitement, and they were not disappointed. This stunning collection of classical and contemporary pieces took the audience on an unforgettable journey through a thousand years of music, from the intense gloom and misery of funeral marches to the pounding excitement of percussion movements, and the intense joy of some truly superb symphonies. This was a sonic experience not to be missed: a congregation of musical heavyweights that each packed a punch strong enough to knock the emotional stuffing out of even the stoniest of hearts. From start to end, 'Music through the Millennium' was a true schooling in the stirring power of music.

Make your opinion clear from the start of the review

Remember to SOAPAIMS like Metaphors to keep your writing engaging and push up your marks.

Task 4 – Writing a Letter, finish the letter below

LO Know

- When writing any Transactional piece of writing remember they all need to follow the same layout and structure.
- **Introduction** – introduce the topic you are writing on and what you are going to discuss in your writing.
- **3 Main Points** – Three ideas that build on what you are discussing/ writing about in your work. Well-structured paragraphs covering the strengths and weaknesses.
- **Conclusion** – Ties everything together and can offer your point of view depending on the task format.
- If you're asked to write a letter, look at the audience to see if you need to use a formal or informal register.
- If the letter is to someone you don't know well or to someone in a position of authority, keep it formal with a serious tone.

- This means you should:
 - Use formal greetings (e.g. ‘Dear Sir/Madam’) and sign offs (e.g. ‘Yours sincerely’ if you’ve used their name, ‘Yours faithfully’ if you haven’t).
 - Use Standard English and formal vocabulary, e.g. you could use phrases like ‘in my opinion...’ or ‘I find this state of affairs...’
- If the letter is to a friend or relative, or someone of your own age, you should use a more informal register and personal tone.
- This means you should:
 - Start with the readers name, e.g. ‘Dear Jenny’ , and sign off with ‘best wishes’ or ‘see you soon’.
 - Have an address and date in the corner.
 - Make sure you still write in Standard English (so no text speak or slang) and show the examiner that you can use interesting vocabulary and sentence structures.

Task – Finish Letter

You have read a newspaper article which says that isn’t worth the cost.

You have decided to write a letter to the newspaper to explain your point of view.

You could write a letter in favour or against international travel.

Write a letter to the newspaper giving your views.

117 Parkfield Street
Rusholme
Manchester
M14 7PT
12th of January 2024

Dear Sir or Madam,
I read with dismay your recent article regarding international travel. As a regular traveller myself, I strongly disagree with your assertion that international travel is not worth the cost.
The benefits of international travel far outweigh the expenses incurred: it broadens the mind, adds to your wealth of experience, and heightens your awareness of the world around you.
The article claims that UK holidays are cheaper and provide similar benefits. If you are not deterred by the threat of drizzle, perhaps that is true. To me, however, it is worth spending a fraction more to avoid wasting your holidays sheltering from the British rain.

The letter is for somebody in a position of authority, so use a formal greeting.

You need to make your viewpoint clear.

Make sure you put your address and date; you can make it up.

Formal language like this helps to set the right tone and shows you’ve understood your audience.

Introducing a counter argument, then instantly contradicting it can develop and build up your argument.