

# Writing tips

## Story Writing

The examiners want to see that you know what goes into a story:- characters, plot, conflict (Problem), description and dialogue. They will also look for descriptive writing (see below):

## Descriptive writing

If you are asked to write a description about something they are looking for:-

**Adjectives:** i.e. colours, size, texture, sounds, smells

Instead of: The moon was shining.

The *silver* moon was shining.

**Similes:** if you can put one or two similes into your description you will earn extra points.

The moon was as pale as a ghost.

**Adverbs:** speed, sound,

e.g. He ran *swiftly* up the path.

The photocopier spat out papers *noisily*.

**Metaphor:** If you can put one or two metaphors into your description the examiner will think you're amazing! (Which you are but he doesn't know you!)

e.g. The moon was a ghost.

**Hyperbole:** And if you use one example of hyperbole the examiner might fall off his chair.

e.g. The moon was so ghostly the stars ran for cover and the Earth plunged into darkness for the next decade

## Writing tips

### Be Specific

Name your characters, name what they eat, name what they wear, name the day, date etc. – this helps your reader to create a picture in their mind.

For example, saying: *The dog ran up to me in the park barking loudly. Then he tugged at my clothes and tried to pull me towards the bushes.* **Is too vague.**

*The golden retriever ran up to me in Crystal Palace park barking loudly. Then he tugged at the sleeve of my brand new white shirt and tried to pull me towards the Azalea bush.* **Gives a much more specific description.**

### The Plot

You don't have time to create a complicated plot in an exam. All you have to think about is, "how will things have changed from the start of the story to the end."

For example, if your main character is lonely at the beginning – by the end he should have made friends.

If your character is lost at the beginning, by the end he should have found his way home.

### Descriptive Pieces

If you are writing a purely descriptive piece then still try to think of a change at the end. For example, if you're asked to write about your favourite season – mention the end of the season.

### Feelings

Keep mentioning how your characters feel. You are putting them into some weird and wonderful situations in your stories – how do they feel about it? If a dinosaur comes leaping out at them – don't just make them run for it... say how terrified they feel.

# Writing tips

## PUNCTUATION

**CAPITAL LETTERS** for all Proper nouns.

**FULL STOPS** at the end of sentences.

**PARAGRAPHS** – Whenever you get to the end of a description of a place or person – start a new paragraph. If one of your characters speaks – start a new paragraph.

**SPEECH MARKS** – Whenever a character speaks, use “ and” around what they actually say. And start a new line when a new character speaks.

## Report Writing

If you are asked to write a report the examiner is looking for facts and explanations. Remember the five Ws – What, When, Who, Where, Why?

Your first paragraph will explain what your report will be about.

For example: *Should school uniform be banned? There is evidence to show that school uniform is a good thing for children, but there is also evidence to show that it is not beneficial.*

Your second paragraph will offer one point of view - with evidence and examples.

Your third paragraph will offer an opposing point of view - with evidence and examples.

Your conclusion should repeat what the report is about and give your opinion from the evidence you have provided.

For example: *In conclusion, I think that .... as there is more evidence to show that school uniform is beneficial to children's safety and sense of belonging, I would not ban school uniform. If you are going to persuade someone something you have to SELL your idea by giving them 3 points to show that it is a brilliant idea. If you are arguing about something you disagree with – then you have to produce EVIDENCE.*

For example: *I don't think we should be allowed to wear our own clothes at school because some children can't afford the best trainers and might feel inadequate. Also, it is cheaper for parents to buy school uniform and it gives the pupils a sense of loyalty to the school.*



# Writing tips

## Letter Writing

The letter might be to show that you know how to argue, persuade, or report. You might also be writing a descriptive piece about somewhere you have been.

Remember to use paragraphs in your letter.

## Letter example:

### Remember to set the letter out correctly:

Your address

Date

Dear Sir or Madam:

Yours faithfully,

Dear Mr Blob,

Yours sincerely,

## FINALLY

Write as neatly as you can.

Check your spelling and punctuation when you have finished.

Take your time and remember to add in as much **DETAIL** as you can.

Remember your strengths!