

# English Language Paper 2 Knowledge Organiser – Writing

**One writing task**, linked by a theme to the reading extract. Make sure in the exam you understand the PAF (Purpose, Audience and Format).

# ALWAYS PLAN YOUR WRITING!

Different text types and features (AO5)		Structuring Your Argument (AO5)		Punctuation (AO6)	
<p><b>1. Informal letters:</b> a letter that is written to a friend or a member of your family.</p> <ul style="list-style-type: none"> <li>Address and date in the top right of the page</li> <li>Greeting: e.g. Hi, Hello, Dear ...</li> <li>Use of contractions: e.g. don't, can't ...</li> <li>Short introductory paragraph</li> <li>3/4 middle paragraphs</li> <li>Closing paragraph to round off the purpose of the letter</li> <li>Chatty style: shown through language and punctuation.</li> </ul>	<p><b>4. Articles for newspapers and magazines:</b> written to inform, persuade and entertain.</p> <ul style="list-style-type: none"> <li>Main heading</li> <li>Introduction that draws the reader's attention</li> <li>three to four central paragraphs</li> <li>a short but effective conclusion</li> <li>Lively style</li> <li>Include facts and opinions</li> <li>Newspaper: Who, what, why, where, when and how at the start.</li> </ul>	<p><b>1. Introducing Your Argument</b></p> <p>I think that... It is obvious that... I strongly believe that... It is clear that... It is undeniable that... The fact is that... I ask you to consider... In my opinion,...</p>	<p><b>1. Exclamation marks!</b></p> <p>An exclamation mark is used after interjections, humorous sentences or to show surprise and excitement.</p>		
<p><b>2. Formal letters:</b> a letter written to a person you may not know or who you may know in a more formal way.</p> <ul style="list-style-type: none"> <li>Address and date in the top right of the page</li> <li>Address of the person you are writing to on the left.</li> <li>Greeting: e.g. Dear Mrs Fletcher, or Dear Sir/Madam.</li> <li>Short introductory paragraph</li> <li>3/4 middle paragraphs</li> <li>Closing paragraph to round off the letter</li> <li>No contradictions: e.g. do not, cannot.</li> <li>Formal style</li> </ul>	<p><b>5. Leaflets: written</b> to inform, advise and persuade.</p> <ul style="list-style-type: none"> <li>Present information so it is easy to find.</li> <li>Heading</li> <li>Sub-headings</li> <li>Bullet points</li> <li>Pictures (though in your exam you are given credit for what you write, not your ability as an artist!)</li> <li>Depending on the audience, the tone can be informal or formal.</li> </ul>	<p><b>2. Developing Your Argument</b></p> <p>Furthermore,... In addition to... Likewise,... Moreover,... Firstly,... Again,... Next,... The most compelling reason is... Without doubt,...</p>	<p><b>2. Question marks?</b></p> <p>Question marks are <b>used</b> in both formal and non-formal writing and in cases where direct and indirect <b>questions</b> are being asked.</p>		
<p><b>3. Speech:</b> to persuade, inform and entertain</p> <ul style="list-style-type: none"> <li>a clear address to an audience</li> <li>effective/fluent linked sections to indicate sequence</li> <li>rhetorical indicators that an audience is being addressed throughout</li> <li>a clear sign off e.g. 'Thank you for listening'.</li> </ul>	<p><b>6. Essay:</b> usually written to argue or explain.</p> <ul style="list-style-type: none"> <li>an effective introduction and convincing conclusion</li> <li>effectively/fluent linked paragraphs to sequence a range of ideas.</li> </ul>	<p><b>3. Admitting Counter-Arguments</b></p> <p>Although it is true that... Admittedly... While some people may think that... Unfortunately, it may be the case that... I acknowledge that... I can understand that... I appreciate that... It is unfortunately true that... I concede that ...</p>	<p><b>3. (Brackets)</b></p> <p>Brackets are used to add extra information, asides or more detail.</p>		
<p><b>Sentence structures (AO6)</b></p>		<p><b>4. Admitting Counter-Arguments</b></p> <p>Although it is true that... Admittedly... While some people may think that... Unfortunately, it may be the case that... I acknowledge that... I can understand that... I appreciate that... It is unfortunately true that... I concede that ...</p>	<p><b>4. Semi Colons;</b></p> <p>A semi colon is used to separate longer, linked clauses or in list after a bullet point.</p>		
<p><b>1 - ing</b></p> <p>You could start your sentence with an 'ing' word.</p> <p><b>For example:</b> Unlocking the door, she left the room.</p>		<p><b>4. Counter-arguing</b></p> <p>However,... Nevertheless,... Even so,... Whereas,... Nonetheless,... Despite... But... In fact,... Conversely,...</p>	<p><b>5. Colons:</b></p> <p>A colon is used to inform the reader that what follows the mark proves, explains, or lists further information.</p>		
<p><b>2 – adverb</b></p> <p>You could start your sentence with an adverb.</p> <p><b>For example:</b> Lovingly, he stared into her beautiful green eyes.</p>		<p><b>5. Conclusion</b></p> <p>In summary,... To conclude,... Finally,... In conclusion,... For these reasons... All in all,... In short,... Ultimately,...</p>	<p><b>6. Dash -</b></p> <p>A dash serves as a comma (mostly in informal writing).</p>		
<p><b>3 - simile</b></p> <p>You could start your sentence with a simile.</p> <p><b>For example:</b> As brave as a lion, he slayed the evil monster.</p>			<p><b>7. Comma</b></p> <p>Commas are used to separate lists, introductory words and clauses.</p>		
<p><b>4 – preposition</b></p> <p>You could start your sentence with a preposition.</p> <p><b>For example:</b> On the top of the hill, there stood an old castle.</p>			<p><b>8. Apostrophe</b></p> <p>Apostrophes are used to show possession or omission.</p>		
<p><b>5 – connective</b></p> <p>You could start your sentence with a connective.</p> <p><b>For example:</b> Although he was hurt, he continued on his quest!</p>			<p><b>Persuasive Devices (AO5)</b></p>		
<p><b>6 – drop in clause</b></p> <p>You could add a drop in clause to your sentence.</p> <p><b>For example:</b> Michelle, who was very clumsy, always fell over her own laces.</p>			<p><b>1. Adverb of Affirmation</b></p> <p>An adverb that is used in a sentence to affirm it as true. 'She <b>positively</b> identified her attacker'</p>		
			<p><b>2. Anaphora</b></p> <p>The repetition of a phrase at the start of successive clauses, sentences or paragraphs.</p>		
			<p><b>3. Modal Verbs</b></p> <p>The use of words like 'could', 'should' and 'might' to make suggestions to the audience. Modal verbs make your writing sound more collegiate and inclusive, and less demanding.</p>		
			<p><b>4. Hypophora</b></p> <p>A writer raises a question and then immediately provides an answer to that question.</p>		
			<p><b>5. Parallelism</b></p> <p>Using elements in sentences that are grammatically similar or identical in structure, sound, meaning, or meter. This technique adds symmetry, effectiveness and balance to the written piece. '<b>Blessed are the...</b>' '<b>Ask not what your country can do for but what you can do for your country.</b>'</p>		
			<p><b>6. Ethos</b></p> <p>Getting the audience to believe you are writing with good intentions and have a strong understanding of the topic you are talking about. This will get them on your side and make your argument more believable. '<b>Many of you know me, I am a long-standing member of this community.</b>'</p>		
			<p><b>7. Logos</b></p> <p>Using rationality and logic to persuade the audience to your point of view. '<b>In the thousands of years that humans have been on the earth, there have been no recorded sightings of a flying pig. Therefore, it stands to reason that they do not exist.</b>'</p>		
			<p><b>8. Pathos</b></p> <p>An appeal to the audience's emotions, usually using emotive language. The opposite of logos as there is no reason involved. '<b>Thousands of animals die in agony each year, just so we can have the perfect shade of lipstick. Is this fair or right?</b>'</p>		
			<p><b>9. Other persuasive features include...</b></p> <ul style="list-style-type: none"> <li>rhetorical questions</li> <li>personal pronouns</li> <li>triples</li> <li>alliteration</li> <li>statistics</li> <li>facts and opinions</li> <li>anecdote</li> <li>short sentences</li> </ul>		