Non-fiction Writing:

Assessment Objectives:

AO5 Communicate clearly and imaginatively, selecting and adapting tone, style and register for different forms, purposes and audiences.

Organise information and ideas, using structural and grammatical features to support coherence and cohesion of texts.

AO6 Use a range of vocabulary and sentence structure for clarity, purpose and effect, with accurate spelling and punctuation.

Component 2 Exam facts:

- Two writing tasks
- 20 marks each
- 5 minutes to plan
- 25 minutes to write
- Write 300-400 words per task

Before Starting:

1. Read each task carefully (remember you *have to* do both).
2. Highlight the keywords in the task that suggest audience, content, purpose, style, structure and so on.
3. Try to step back from the task – sometimes you are asked to give your views – try to consider how you feel or what your immediate reaction is.
4. Use the planning time to form a clear plan.

Planning:

Why plan?

Planning helps you to capture your immediate reactions and views about a task.

- Planning allows you to jot down useful vocabulary.
- Planning allows you to consider the structure of your work.
- Planning will save you time in the long run.

Things to consider:

- The content of your writing – what angle will allow you to write in sufficient detail?
- Words, phrases and ideas that are suited to the topic and will enhance your writing.
- Structure – how will you present your work. Have you been asked for a specific structure (e.g. a formal letter)?
- Remember to write in full sentences and paragraphs.
- How will you begin your work, how will your ideas develop and how will you conclude your work?
- Once you have written down your ideas in a plan, remember to give some consideration to the order that you will write.

Work out in advance what kind of planning works best for you. Do you prefer to plan using a mind map, a spider diagram, a flow chart or a different style?

Top tips:

- Remember to use a range of appropriate and well selected details to develop and support your points
- Always leave enough time to proofread your work.

Examples of previous Component 2 Writing questions:

Write a lively article for your school/college magazine with the heading:
A Teenager's Guide to Managing Parents.

Write your article.

You have been asked to give a talk to your class with the title:
The person I'd most like to spend a day with.

Write down what you would say in your talk.

Write a review for a teenage magazine of a book, film or TV programme/series you have enjoyed in the last year and why it might appeal to others of your age.

Write your review.

Your headteacher has decided that there should not be an end of year celebration such as a school prom or party. The headteacher believes it would just be an excuse for students to show off in an expensive way.

Write a letter to your headteacher giving your opinions on this.

How will my work be marked?:

Your writing in both Component 1 and Component 2 is marked using very specific criteria. You are awarded marks for AO5 Communication and organisation and AO6 Vocabulary, sentence structure, spelling and punctuation.

In Component 2, AO5 is marked out of 12 and AO6 is marked out of 8. During your revision, you should have a look at the mark scheme that the examiners will use, this will help you to see exactly what they are looking for.

Remember, getting the basics (full stops and capital letters) is just as important as trying to include some more complex sentences. Aim to include an accurate range of sentence types and vocabulary.

Checklist for improving your writing:

- ☑ Have you planned your work carefully?
- ☑ Have you included sufficient detail?
- ☑ Have you considered the language you use?
- ☑ Have you structured your work carefully?
- ☑ Have you varied your punctuation for effect?
- ☑ Have you proof-read your work for errors?