GCSE English Language Knowledge Organiser – STRUCTURING WRITING

The arrangement and flow between the parts or elements of a piece of writing.

Why is structure so important?

- creates fluent writing
- ensures meaning is clear
- allows a writer's ideas to be clearly communicated
- creates tension
- allows a reader to develop character/topic understanding
- avoids confusion.

USEFUL STRUCTURAL TECHNIQUES

Circular plot: Ends in the same place/situation as it began.

Cliff hanger: A piece of writing that stops abruptly and is tense and dramatic.

Resolution: All loose ends are tied up and all problems are resolved.

Twist or misdirection: Something unexpected happens.

Flashback / flashforward: A scene that takes place before or after the main story.

PLANNING

Planning saves time; once you start, you can simply follow the plan.

- Plan an opening or introduction that aims to capture the reader's interest.
- Plan your middle section to develop your ideas and continue to keep the reader's interest. Elaborate on your views or reveal further details. Aim to include three to five paragraphs in this section.
- Plan a final paragraph that includes a thought-provoking end, a powerful sentence or specific ideas.

PARAGRAPHS

A paragraph is a group of related sentences.

They break the writing up into easy-to-read sections.

Each paragraph should focus on a distinct topic area and allow the writer to build or develop ideas, one topic area at a time.

They also make it easier for the reader to follow.

Topic sentences

A topic sentence is usually the first sentence of a paragraph and introduces what is to follow.

FORMAT

All types of writing should have clear paragraphs.

Writing a leaflet

- Use a main heading to introduce the topic of the leaflet.
- Use side headings to introduce each section of the leaflet.

Writing a formal letter

- Write your address on the top right side of the page.
- Write the name, title and address of the person you are writing to on the left side, below your address.
- Write the date below your address.
- Use **Yours faithfully** with **Dear Sir or Madam**.
- Use **Yours sincerely** if you use a salutary name (e.g. Dear Mrs Smith).

Writing an article

- Use an engaging headline to introduce the topic.
- You could use some side headings to introduce sections.

USEFUL LINKING WORDS

Link paragraphs and sentences to create fluent writing.

Additional ideas	additionally, also, moreover, furthermore, again, similarly
Alternatives	whereas, conversely, in comparison, in contrast, alternatively, although, otherwise
Compare	compared with, in the same way, likewise, similarly
Contrast	in contrast, although, conversely, despite, however, nevertheless, yet
Introducing examples	for example, for instance, namely, such as, as exemplified by, such as, including, especially, in particular, notably
Sequencing	firstly, secondly, additionally, subsequently, eventually, next, finally
Summary or Conclusion	in conclusion, therefore, to conclude, on the whole, to summarise, overall

