

Writing Paper

15 minutes planning time

60 minutes writing time

2 tasks

45 minutes including 15 minutes planning

30 minutes - shorter task

Your writing is assessed on how well you:

- keep your purpose and reader in mind
- make sure that the whole text hangs together through organising ideas into linked paragraphs
- use a variety of well punctuated sentences
- write interestingly with an imaginative choice of language

Longer task (30 marks)

Task - usually in bold print

Make sure you know

Who you are writing for

Why you are writing

What type of writing

Plan your answer

Think about:

- audience and purpose
- ideas you want to include
- organise ideas into paragraphs
- decide on opening and conclusion

Punctuate your work

Vary your sentences

Use complex sentences, linking with connectives

Write in paragraphs

Check it makes sense and that it is **interesting**

Shorter writing task (20 marks, 4 for spelling)

Task requires concise and precise writing

You will be given information about structure, audience and purpose

Needs to be planned. Think about vocabulary, punctuation and a variety of sentences

Spelling is marked so **check it**