

Transactional Writing Tasks

Year 11 Revision Examples

B1. Some people believe that circuses with animals should be banned.

Write a letter to your local newspaper, giving your views

B2. A local hotel/restaurant is advertising for part-time staff. You decide to apply and you have to write a letter of application.

Think carefully about what the employer would want to know about you and how you can 'sell yourself' as an employee.

Write your letter of application.

B1. A teenage magazine has invited readers to write a lively article about a well known person they admire or dislike. You have decided to send in a contribution.

Write your article. [20]

B2. Imagine you have a friend or relative who is considering going to live abroad.

Write a letter giving your opinions. [20]

B1. Your school or college is running a campaign during its 'Healthy Eating' week to persuade students to buy and eat more fruit. It has asked you to produce a leaflet that will be given out in the dining hall.

Write your leaflet. [20]

B2. Write a review of a book, film or music CD for a magazine which is read by people of your age.

B1. Imagine you have a friend or relative who has decided to run in the London Marathon (a distance of over twenty-six miles).

Write a letter to your friend or relative giving your opinions. [20]

B2. *The Rough Guide* is a guide-book for tourists which prides itself on giving frank and honest opinions about places, both the positive and the negative.

Write an entry about a place you know well for *The Rough Guide*, including details the tourist board would like visitors to see, but also providing an insider's view of any less attractive features.

B1. You have been asked to produce a leaflet to persuade people in your area to be more careful about litter and waste

Write your leaflet.

B2. A local school has decided to allow girls to play in football and cricket teams alongside boys.

Write a letter to the Headteacher either agreeing or disagreeing with this decision.

B1. Imagine you win two tickets for a conducted tour of a local art gallery or museum

Write a letter to a friend persuading him or her to go with you.

B2. Write a review of a television programme, or a book, or a film, for a teenage magazine.

B1. A magazine is running a series of articles for parents under the heading *An Enjoyable Day Out for the Family*.

Write an article recommending a place to visit, and explaining its appeal to all the family.

You might like to think about a town, a seaside resort, a theme park or a museum, but you are free to make your own choice

B2. A local businessman has applied for permission to hold an outdoor music festival in your area.

Write a letter to your local newspaper either supporting or opposing this idea.

B1. You have heard about a sponsored challenge in which participants will have to do a twenty mile walk across hills and rugged country. Money will be raised for charity but the challenge will be physically tough.

Write a letter to a friend persuading him or her to take part.

B2. You have to give a talk to your class with the title 'Mobile phones: a blessing or a curse?'

Write what you would say.

B1. A magazine for people of your age is inviting readers to write an article about where they live, giving their views on what makes it a good or bad place to live in.

Write your article so that people in your age group get a clear idea of the advantages and disadvantages of living in your city, town or village.

B2. A ban on smoking in public places was introduced last year in England and in Wales.

Write a letter to your local newspaper giving your views on this subject.

B1. Your local council wants to encourage re-cycling and to reduce waste. They have suggested:

- . separating re-cyclable waste from rubbish;
- . charging to collect rubbish;
- . fining people who don't re-cycle;
- . only collecting rubbish every two weeks instead of every week.

Write a letter to your local council giving your opinion on some or all of these suggestions.

B2. Write a lively article for a teenage magazine about a famous person you either admire or dislike.

B1. The WWF believes that we must "act now" to protect the environment.

Write a letter to a newspaper about what, if anything, you think should be done to protect the environment

B1. Your school or college has agreed to raise money for a charity.

You decide that you will give a talk to your fellow students to persuade them to agree to raise

money for the charity of your choice.

Write what you will say to them, explaining why your choice of charity is a good one, and giving suggestions about the fund-raising events that could be held.

B2. Your school/college is keen to save energy.

Write an article for the school/college magazine on this issue.

You could include:

- examples of how energy is wasted at the moment;
- your ideas about how the situation could be improved.

B1. The Ellen MacArthur Trust raises money to give sailing holidays to children and young people with cancer.

You have the opportunity to use a school assembly to persuade the pupils to support this charity.

Write what you would say.

B2. Some of the large cities in Britain are proposing a congestion charge on drivers to encourage people to use public transport. This would mean drivers would have to pay every time they went into the city centre.

Write a letter to a newspaper giving your views on this proposal

B1. The National Blood Service has been campaigning in your local area to try to encourage people to give blood.

Write a letter to your local newspaper giving your views on this.

B2. **You have been asked to write a lively article** for your school/college magazine welcoming new Y7 pupils into the school, and giving them information and advice about their new school.

Your article should tell them what is good about the school, but also what to look out for. Write your article.

B1. You have a friend or relative who is thinking of taking up boxing as a sport.

Write a letter to your friend or relative explaining whether you think this is a good idea.

B2. **Write an article** for a teenage magazine about recent trends in either music, fashion or film.

1. A supermarket chain is planning to build a new store on land which is currently used by local youngsters to play sport.

Write a letter to your local newspaper giving your views on this plan. [20]

2. Many older people don't use computers or the internet, either because they don't see any value in them or because they are afraid of modern technology.

You have been asked to give a talk to a group of older people to persuade them to use computers and the internet.

Write what you would say.

81. Many people think that we should take holidays in Britain rather than travel abroad.
Write a letter to a newspaper giving your views on this issue. [20]

B2. **Write a lively article** for your school or college magazine with the title: How To Survive Your GCSE Year.

B1. Students from your school/college have been selected to join an expedition to a remote part of the world. Your year group is debating whether to raise money to support this. Some students believe the expedition should be supported because of the opportunities it offers all those involved. Others disagree, saying that there are more deserving local charities.

You take part in the debate. **Write the speech** you would make to your year group.

B1. The following is an extract from a letter which appeared in a national newspaper:
'Our towns and cities are under threat from wild birds and animals. Seagulls and pigeons are an increasing nuisance and cause damage and distress. Foxes come into towns for food, and are a danger to our domestic pets. We need strong measures to reduce and control these birds and animals. We must take strong action now!'

You may either agree or disagree with this point of view.

Write a letter to the newspaper giving your views on this issue.

B2. Your school or college has become concerned that students do not exercise enough, and has asked you to write a leaflet to persuade them to exercise more. The leaflet could include:

- . reasons why exercise is important;
- . what opportunities are available in school/college as well as locally.

You can also use other ideas that you think will help to persuade readers.

Write a leaflet to persuade young people to exercise more.

The Olympic Games are to be held in London this summer. Some people are very enthusiastic about this event; others are very much against the idea.

Write a letter to a national newspaper giving your views on the Olympic Games.

2. **Write a leaflet** aimed at persuading young people not to smoke cigarettes.

Remember that this is a test of your writing skills: you may show where illustrations would be used in your leaflet, but should not spend time drawing the pictures themselves.

1. Your school/college is interested in students' views on arrangements for lunch and the food and drinks available for students.

You have been asked to write a report for the Headteacher/Principal.

Organise your report into four sections with the following headings:

- how lunch time is organised;
- the range of food and drink available;
- students' views about the arrangements;
- suggestions for improvements.

Write your report

2. Your local leisure centre has advertised the following holiday job.

We are looking for a young, enthusiastic student to work with children aged between 7-12 during our summer holiday programme of activities.

The programme will include sport and recreational activities such as:

- swimming
- football
- drama
- arts and crafts
- street dancing

Write a letter of application to the manager of the leisure centre suggesting why you would be the right person for the job.

1. A friend or relative has decided to become a teacher.

Write a letter to him/her giving your opinions about this decision.

2. Your school/college is planning to put on a show at the end of the year.

You are asked to give a talk encouraging students to get involved. You want to persuade as many students as possible to take part.

The show will need:

. different kinds of entertainers and performers, . stage-crew, backstage helpers and students to help with tickets sales, programme design etc.

Write what you would say.

1. Your school/college has organised a campaign to improve the health and fitness of staff and students.

Write a lively article for your school/college magazine with the title 'Keeping Fit and Healthy'.

2. The following is an extract from a letter from a pensioner to your local newspaper:

Dear Editor,

Isn't it about time we considered raising the legal age for driving from 17? Statistics show that a large proportion of accidents involve drivers aged 17 or 18. The number of casualties is really shocking and, as a result of this, it costs huge sums of money to insure young drivers. Many other countries set the age at 18 and it could make sense to raise it

to 20 or even 21.

This may not be a popular suggestion with young people, but it will be for their own good in the long term. I didn't drive until I was 25 and it didn't do me any harm.

You decide to write to the newspaper giving your views on this subject.

Write your letter.

Write a lively article for a teenage magazine with ONE of the following titles:

- My Kind of Music.
- My Kind of Fashion.
- My Kind of Movie.

1. Last weekend you had to travel by train. The journey was disastrous and ruined your day. You decide to write a letter of complaint to the train company, making a convincing case for a full refund.

Write your letter.

2. 'Teen View', a magazine for teenagers, wants to publish lively reviews from its readers.

Write a review of a film or TV programme you have watched, or a book you have read.

Write your review.

The following is an extract from a letter which appeared in a newspaper.

Dear Editor,

I was horrified to learn that sixteen-year-olds may be allowed to vote in elections. I know they have been allowed to vote in the referendum in Scotland but surely youngsters of sixteen are too immature to have a say in the running of our country? They do not have the experience to make sensible choices and I hope that this idea is firmly rejected.

You decide to write to the newspaper giving your views on whether or not sixteen-year-olds should be allowed to vote.

Write your letter. [

You have to give a talk to your classmates about your hobby or special interest to try to encourage others to get involved.

Your talk should include:

- *how you first became interested*
- *what you've done/learned by being involved*
- *why you would encourage others to consider getting involved*

Write down what you would say.

1. There is a plan to close one school or college in your area. It has been suggested that it could be your school or college. You feel strongly about this proposal and decide to write a letter to your local newspaper.

You may wish to write about:

- what you feel about your school/college and why;
- how you would feel if your school/college were to close;
- how the closure would affect you and your family.

Write your letter.

2. Many schools and colleges have an end of year celebration event or trip. This year students at your school or college have been given the chance to plan their own event or trip. Your teacher has asked you to give a talk to your class giving details about your plans and persuading them to support your ideas.

Write what you would say.

1. Technology affects everyone's life.

Write a lively article for your school magazine explaining how you feel technology has affected your life.

Write your article.

2. The National Lottery are giving money for school improvements. One school in your area will be chosen to receive the funding.

Write a letter to the National Lottery persuading them that your school deserves to be chosen.

Write your letter

1. The months leading up to the GCSE examinations can be difficult for young people. Write a lively guide for students in your school or college giving them advice about how to cope at this difficult time.

You may wish to write about:

- . how to cope at school/college;
- . how to cope outside of school;
- . how to prepare for examinations.

Write your guide.

2. You have seen the following comment in a magazine article:

'Allteenagers are lazy. Teenagers do nothing but watch too much television and waste too much time on computers and phones.'

You decide to write an article in response to this comment.

Write your article.

B1. Concerns about the increase in childhood obesity have led to the suggestion that schools should time-table one hour of physical activity per school day for all children of school age.

Write about the advantages and disadvantages of such a proposal.

B1. A newspaper article has appeared suggesting some people say that we would be better off without the Internet. Do you agree?

Write a letter to the newspaper, giving your opinions.

B2. Your year group is organising a sponsored cycle ride to raise money for a charity that is important to you.

Write the speech you would give in assembly, to encourage staff and pupils to take part.

B1. Sportsmen and women are not good role-models for young people.

What are your views?

B1. Some subjects in school are compulsory. Do you think that pupils should be made to study subjects such as English, Mathematics, Science and Religious Education? Should other subjects be compulsory?

Write your views. [20]

B2. In school, pupils are encouraged to eat healthily and take physical exercise. When they leave school they have to take more responsibility for their own diet and exercise.

Write a leaflet promoting a healthy life-style for school leavers.

B1. Sam: 'I am just sixteen and my favourite thing is to read. I am currently re-reading *The Hunger Games* and I have all the *Harry Potter* and *Sherlock Holmes* novels.'

Alex: 'I hate reading. It's much more fun to play with my computer, X-box and mobile phone. Reading is too boring for me and being forced to read just makes me go against it. I'm 15.'

What do you think about Sam and Alex's opinions? How important are reading, video games and the use of technology to you? Give your views.

Support your opinions with examples.

B2. You are organising a series of exciting sponsored events in order to raise money for charity.

These will include bungee jumping, parachuting and white-water rafting. You are going to give a lively talk to your year group to persuade them to take part.

Write what you will say.

B1. “Holidays abroad are more trouble than they’re worth; strikes, natural disasters, unexplained delays – who needs them?” Do you agree with this view of holidays abroad?

Write an article for a travel magazine giving your views

B1. Some people say that the only way to cut down on youth crime is to impose an 8pm curfew. This would mean that no-one under the age of 17 would be allowed out on the streets between 8pm and 7am unless accompanied by a responsible adult.

What do you think of this idea?

Support your opinions with examples.

B2. Write an article for a teenage magazine about somebody who has had a positive impact on you.

B1. What are your views on wind turbines and how they affect the areas in which they are built?

B1. Should millions of pounds be spent on space travel when there are people on Earth who are poor?

B2. You have seen an advertisement for a summer job in a popular holiday resort. **Write your letter of application** in which you try to persuade the company that you are the right person for the job.

B1 Is Britain really a nation of animal lovers? [20]

Give your views.

B1. What do you think are the best and worst aspects of being a teenager today?

Give your views.

B2. Your local council is setting up a play-scheme for young children during the school Summer holidays and is looking for people to assist the play leaders in an exciting variety of indoor and outdoor activities. Enthusiasm, the ability to work with children and adults and a pleasant manner are important.

You decide to apply for one of the jobs available. Write your letter of application to Sarah Jones, Play Co-ordinator at your local council.