

To prepare for your English exam

- Learn to decide exactly what the question is asking you to do. Be sure to identify **key** words and phrases in each part of the question.

For example,

'How are facts and opinions used in the article?

In paper 1, the most direct answer to this question is likely to be

'Facts and opinions are used to (argue, persuade or advise) in this article.'

- Remember it is best to begin your answer by responding directly to the question. Use the words of the question to start off your answer. In longer answers be sure to keep referring back to the key words of the question. Analyse precisely and concisely in clear, simple sentences. Use standard English.
- Learn to use these key phrases in your analysis of texts:
 - ✓ In my opinion.....
 - ✓ I believe.....
 - ✓ The evidence of the text suggests.....
 - ✓ The author succeeds in
 - ✓ The aim of the writer is.....
 - ✓ The target audience for this text is.....
 - ✓ The writer's purpose is.....
 - ✓ The writer uses rhetorical questions to engage the reader.....
 - ✓ The writer uses direct address of his target audience by his/her use of the word 'you.'
 - ✓ The writer's use of language is very effective here.

***** Note that you must use **present tense** verbs when you analyse any text***

- Use of good **connectives** is very important in all extended writing. **Connectives** are used at the **beginning of sentences** to make a link with the previous sentences and to improve the **flow** of your writing. Connectives may be a single word or a phrase. Here are some examples:
 - For example.....
 - On the other hand.....
 - However.....
 - Whereas.....
 - Moreover.....
 - In addition.....
 - Consequently.....
 - In particular.....
 - Similarly.....
 - Conversely.....
 - Another example.....
 - Nevertheless.....
 - Furthermore.....

- In contrast.....
- As well as.....
- Indeed.....

****Never use 'plus' as a connective or joining word.****

- Avoid making common mistakes by learning the difference between:
 - ✓ To, too and two
 - ✓ Through and threw
 - ✓ How and who
 - ✓ Are, our, and or
 - ✓ It's and its
 - ✓ Which and witch
 - ✓ Whether and weather
 - ✓ Allowed and aloud
 - ✓ There, their and they're
 - ✓ Of and off
 - ✓ Effects and affects
 - ✓ No and know
 - ✓ Were, wear and where
 - ✓ Whole and hole
 - ✓ Sight and site
 - ✓ Your and you're
 - ✓ Here and hear

- Use LOOK/COVER/WRITE/CHECK to learn spellings. Here are a few examples of words that are commonly misspelt:

opinion	phrase	unfortunately
argue	persuade	sincerely
argument	dissuade	faithfully
necessary	important	possibly
therefore	advertisement	probably
tries	relevant	fashion
analyse	persuasion	maybe
analysis	persuasive	prehaps
because	implies	suggests
audience	succeeds	successful
rhetorical	alliteration	onomatopoeia
illustration	logo	italics
sub-heading	caption	rhyme
rhythm	slogan	features

- Remember, in your sentences there must be **agreement between subject and verb.**

For example:

This **is** an example.....

There **are** many examples.....

These features **are** effective.....

This **is** a rhetorical question.....

- In English remember to spell most numbers. For example,

'There are five not 'There are 5'

- Punctuate effectively. For example, if you use a rhetorical question in your writing to argue, persuade or advise, remember to place a question mark at the end of the sentence. For example:

'Could anything be simpler?'

SECTION B: WRITING TO ARGUE, PERSUADE OR ADVISE

- **If you write to argue**, your response will be expected to include two opposing points of view; if you are arguing in favour of or against something, there must be a case to argue against.
- **Persuasive writing** can use argument, but that is not always necessary. It is common to use emotive approaches which touch the reader's emotions.
- **Writing to advise**. Your response here should be clear, logical and move to a definite conclusion. Advice is of little use if it is not convincing.
- Some features of these types of writing are:
 - ✓ Direct address of intended audience e.g. use of 'you;'
 - ✓ Rhetorical questions (don't forget to use question marks);
 - ✓ Repetition
 - ✓ Effective punctuation e.g. use of exclamation and question marks;
 - ✓ Humour;
 - ✓ Effective use of **tone**;
 - ✓ Brief quotations and examples to illustrate your views;
 - ✓ Good use of connectives or discourse markers, e.g. 'of course,' 'ironically,' 'naturally.'
 - ✓ Use of anecdotes;
 - ✓ Varied sentence and paragraph length;
 - ✓ Emotive language;
 - ✓ The rule of three;
 - ✓ Links back to opening paragraph;
 - ✓ Appropriate examples