

Five quick steps to exam success!

1. PAF
2. Five points
3. Order
4. A FOREST
5. Proofread



PAF = Purpose...audience...form

Underline or highlight these.

How will they affect what you write? – contents, layout, language, sentences, vocabulary, tone?



Find five points for your argument or persuasion

As messy as you like: no-one's going to see them!

List or spider – it's up to you.

Be quick – it's only a list: you can expand on them a bit later.



Order?

Find the best order for these points.

Remember – you want a Big Opening to catch attention and an Ending with Impact!



Go through A FOREST:

A	ANECDOTES	A personal experience & story as proof.
F	FACTS	Know any? Borrow from Section A? Invent!
O	OPINION	Strong words "It is outrageous..."
R	RHETORICAL QUESTIONS	Express powerfully – not too many – remember the question mark.
E	EXAMPLES & EXPERTS	Give examples as support. Invent an expert and quote eg Professor Jane Morris of Oxford University says, "It.."
S	STATISTICS	Invent! Eg "In a recent survey conducted by York University, 73%..."
T	TRIPLES	Lists of three –maybe with alliteration? Eg "It is cruel, callous and criminal to..."



Proofread

Check spelling, full stops, other punctuation, paragraphs, vocabulary and anything else before it costs you marks.