

Writing to Advise

In your English exam you may be asked to write to give advice. You have about one hour to plan, write and check two sides of A4 in answer to your chosen question.

Example Question

You are the head of year eleven at a secondary school. Write an advice sheet for students on how to prepare and revise for their GCSE examinations.

TASK 1 Planning

Draw a table in your book like the one below. In the first column, list 8 to 10 things which students could do as part of their revision. In the second column, give good reasons explaining why these activities will work.

Activities / Ideas	Reasons
Make a revision timetable, giving enough time to each subject (particularly ones you are less sure of). Split subjects into topics you can revise separately. Plan for breaks!	Organising the time you have left realistically will help you to cover everything. Ticking things off this timetable will show you what you have already achieved.

TASK 2 Ordering

Organise these ideas into a logical order, putting a number next to each one.

TASK 3 Starting the advice sheet

Write a title, subheading and opening paragraph which grab attention and motivate students to read on. For example:

GETTING TO GRIPS WITH REVISION

How to succeed in the time you have left

Revising is easier for teachers to talk about than it is for students to do. The advice below just might help you to get started, keep motivated and ultimately succeed in getting the grade you want.

TASK 4 Main body of the advice sheet

Now write up the ideas from your table, writing a section on each one.

Checklist

- ✓ Make sure you explain in detail what students should do, giving alternative options if possible.
- ✓ Always give good reasons and evidence that this method will work.
- ✓ Use a writing style which suits a teenage audience, but keep it polite as you are writing as a teacher.
- ✓ Write in paragraphs and sections to present different revision methods or ideas.
- ✓ Use subheadings, bullet point lists, tables, checklists and numbered points to make your advice clear, easy and attractive to follow.

TASK 5 Finishing the advice sheet

End with a few sentences which motivate and encourage the students.

TASK 6 Proof reading

Spend a few minutes reading through your whole text. Check for incorrect spelling, missing words, and a lack of paragraphing.

Writing to Advise

Some Useful Phrases

Always remember that you must be very clear and detailed in your advice. Keep your reader in mind.

Giving clear advice

- Follow the guidelines below . . .
- Step One: . . .
- Your first task should be . . .
- The next step might be to . . .
- Finally, . . .

Being encouraging and motivating

- Don't worry about . . .
- You can achieve success if you . . .
- Boost your confidence by . . .
- It's never too late to . . .
- Take a positive approach to . . .

Giving the reader a choice

- You might find you work better when you . . .
- If this doesn't work for you . . .
- Alternatively . . .
- On the other hand you might . . .

Being polite, but informal

- You'll find that . . .
- Get your mates to help you . . .
- DON'T panic; DO take control . . .
- Good luck, and all the best . . .

Engaging the reader

- Fill in the quick quiz below.
- What type of learner are you?
- Write down five topics you need to revise . . .
- Advice from last year's candidates