

Writing Paper

REVISION

In your writing paper you will be asked to write in a variety of formats. These can be a formal or informal letter, a newspaper article or a formal report. Here are some ideas to help you with these tasks.

Letter writing

AN INFORMAL LETTER

You should use this when writing to **family** and **friends**.

4, Winter Road,
Swansea.
SA14 3BS

10th March, 2004

Dear Vanessa,

It was lovely to hear from you yesterday! I really did not expect your telephone call. It was very good to know that you are enjoying your holidays in Greece and that all is well with your family.

I have been revising for my exams and I am beginning to feel confident that I will do well. However, I also feel nervous and anxious about the exams. It is always so stressful!

I hope I will be able to visit you in the summer holidays. My parents have already told me that if I do well in my exams, they will let me visit you in Spain. It would be really nice to see you again and to do things together.

Please write to me soon and tell me what you have been doing in Greece.

Love from,

Maria

Writing a formal letter.

Your address

1st April, 2003

**Name and address of
the person you are
writing to.**

Dear Sirs,

Yours faithfully,

Your name.

REMEMBER – When you start the letter with ‘Dear Sir’ you should NEVER end it with ‘yours sincerely’ (two **S** will not go together!). If you know the name of the person you are writing to, you should end the letter with ‘yours sincerely’, otherwise, ‘Yours faithfully’ is more appropriate.

Creating A Newspaper Article

Here are some facts to remember when writing your newspaper article:

A leading article (that is, a top story) will always have the following:

A HEADLINE

Owen prepared to go to Hull and back

AN IMAGE / PHOTOGRAPH



A CAPTION:

Owen is looking forward to playing up-front at Hull.

COLUMNS

On an interview with our sports correspondent, Michael Owen declared to be very excited about the next match against Hull.

Owen, one of the best football players of his generation will surely impress us with his technique.

QUOTATIONS

“In future, we will have to seriously consider rotating our squad”, he said. “Even if Michael doesn’t like it, we will have to give him a rest”.

THE 5 Ws: WHO? WHAT? WHERE? WHEN? WHY?

Report Writing

When writing a report, remember to organise your work into sections, using headings and subheadings. Here are some of the headings you might consider using:

Report on: Smoking in public places.

Report for: Welsh National Assembly

Introduction

Smoking in public places is an issue that was discussed by the Welsh National Assembly. I have prepared this report to illustrate the way some people are still ignoring non-smoking signs.

The problem

Smoking in public places is putting public health at risk. 90% of smokers are contracting lung cancer, not to mention the harm being done to passive smokers.

Arguments in favour

Some people believe that they have the right to smoke wherever they wish. Some of the arguments include:

- ❖ Smokers pay too many taxes and these are used to pay for the NHS. This means that they are the ones paying for doctors' and nurses' salaries.
- ❖ They believe they are being discriminated for their habits.
- ❖ If they stopped smoking the tobacco factories' workers would be unemployed.

Arguments against

Some people believe that smoking in public should be banned. They feel that smoking is a threat to public health and will only lead to more people contracting lung cancer. These are some of their arguments:

- ❖ Non-smokers should not have to endure other people's filthy smoke.
- ❖ innocent children are suffering the problems of passive smoking because some parents are not considerate enough to avoid smoking at home.
- ❖ They believe that eating in a restaurant that is full of smoke is very unpleasant and creates a horrible atmosphere.

Possible solutions

To try to solve this problem, I believe we should create more areas to cater for both smokers and non-smokers. This way they would both be happy. On the other hand, we should also try to inform people about

the dangers of smoking, starting from an early age. Finally, we could introduce more activities in school to help pupils exercise and try to lead a healthy lifestyle.

Priorities for action

1. Create an advertising campaign to inform people of the dangers of smoking.
2. Create workshops in schools to educate pupils about smoking and smoking related diseases.
3. Introduce more extracurricular activities in school to promote a healthy lifestyle.

Conclusion

I believe this report illustrated the problem and the different arguments about smoking in public places. I also offered some solutions in order to solve the problems between smokers and non-smokers.

Report prepared by: G.I. Jane
Date: 30th April 2004.