



Year 7 English Language Knowledge Organiser

Paper 1, Section B: Transactional Writing

Before you start writing think about the GAPS!

- Genre** – what are you being asked to write?
- Audience** – who are you writing for?
- Purpose** – what are you trying to achieve?
- Style** – formal or informal?

Purpose
Persuade
Argue
Advise
Inform

Attitudes	
Positive Attitudes	Negative Attitudes
Praising	Criticising
In favour of...	Offended by...
Supportive	Dismissive
Promoting	Attacking
Encouraging	Discouraging
Complimentary	Insulting
Optimistic	Pessimistic
Joyful	Angry
Eager/enthusiastic	Reluctant
Inspired	Demoralised
Motivated	Demotivated
	Shocked/horrified

Discourse Markers			
Position	Emphasis	Addition	Contrast
At the start Firstly Secondly Thirdly Next Meanwhile Subsequently Finally In conclusion	Importantly Significantly In particular	Furthermore Additionally In addition As well as	Although Whereas Otherwise Alternatively Nevertheless

Text Type	Headline/ Heading/ Title	Subheadings	Range of sentence types	Use of discourse markers for paragraphs	Introduction with an opening topic sentence	Range of devices and language techniques used	Concluding paragraph	Other details	
								Basic Punctuation .,!?	Complex Punctuation ;:-"()...
Formal letter			✓	✓	✓	✓	✓	<ul style="list-style-type: none"> • Include your address on the right hand side and theirs on the left, with the date underneath • Open with 'Dear Sir/ Madam' or their name if you know it • Sign off with 'sincerely' if you know their name or 'faithfully' if you don't 	
Informal letter			✓	✓	✓	✓	✓	<ul style="list-style-type: none"> • Put your address on the right hand side • Start with 'Dear' or 'To' • Use formal language, but you can be more casual about it • Sign off with 'from' or 'with love' 	
Article	✓	✓	✓	✓		✓		<ul style="list-style-type: none"> • Follow the inverted pyramid of journalism: Who? What? Where? When? Why? And How? • Give clear details and explain why. 	
Speech			✓	✓	✓	✓	✓	<ul style="list-style-type: none"> • Ensure when you address your audience you make it clear you are speaking and not writing to them • Use a wide range of rhetoric in your speech 	
Report	✓	✓	✓	✓	✓	✓	✓		
Review	✓		✓	✓	✓	✓	✓	<ul style="list-style-type: none"> • You should make sure you give your opinion • Suggest who the product/ film etc... is suitable for and why • You could include a star rating 	
Leaflet	✓	✓	✓	✓		✓		<ul style="list-style-type: none"> • You don't need to lay this out like a leaflet with drawings or colours. • Focus on creating sections with suitable sub-heading for each one 	

- Personal pronouns**- replaces the noun 'I' 'We' 'You'
- Emotive language**- makes you feel a particular emotion e.g. anger/ sadness
- Rhetorical question**- Gets you to consider your viewpoint, often is a loaded question
- Statistics**- numerical facts e.g. 50% of people believe...
- Using authority figures** – When you use a figure of importance in that field to make your point e.g. Ronaldo selling football boots
- Anecdotes**- A short story to illustrate/ back up your ideas
- Direct address**- When you speak to the audience directly
- Exaggeration**- When you suggest something is more or less than it actually is
- Repetition**- When you repeat a word/ phrase/ idea several times within your work

- Direct address**
- Anecdote/ Alternative argument**
- Fact**
- Opinion**
- Rhetorical question/ Repetition**
- Exaggeration/ Emotive language**
- Statistic**
- Triples (lists of 3)**



STICK
HERE

Homework		
Week 1	Spellings	Spellings will be tested in lesson.
Week 2	Create a leaflet on a place of your choice to visit.	
Week 3	Annotating newspaper articles.	
Week 4	Analysing Reviews task	
Week 5	Write a report on your first few weeks at High School.	
Week 6	Punctuation focus 1: apostrophes	
Week 7	Create a Learning Mat on the key skills of writing to persuade.	
Week 8	Spellings	