

# Transactional Writing



Language Paper 2. Question 8 or 9. (40 Marks)

## PAPER 2 Section B

### Transactional Writing

**S**—Subject

**P**—Purpose

**A**—Audience

**T**—Text Type



#### PLANNING

Introduction

Paragraph 1

Paragraph 2

Paragraph 3

Conclusion

**F** – Facts and opinions/  
Flattery

**I** – Imperatives

**R** – Rhetorical questions

**E** – Emotive language/  
exaggeration

**T** – Triplet

**R** – Repetition

**A** – Alliteration

**P** – Pronouns

**S** – Superlatives

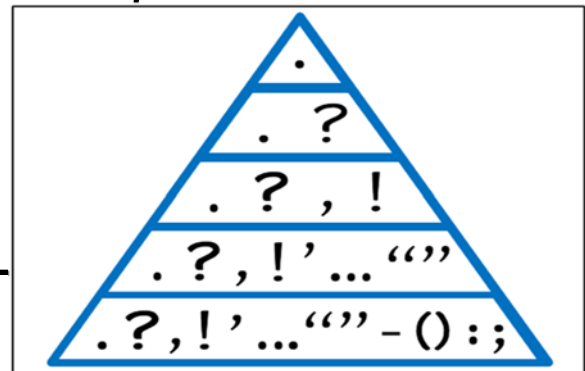
#### Paragraphing

**Ti** = Time

**P** = Person

**To** = Topic

**P** = Place



- ⇒ Write an article for the local newspaper about your experiences of reading as a child.
- ⇒ Write a letter to your MP about a community building or place that matters to you.
- ⇒ Write the text of a speech persuading the school governors that pupils should be allowed to use mobile phones on school premises.
- ⇒ Write the text of an information leaflet informing year 11 pupils about how best to cope with the stresses of taking GCSE examinations.

