

# *Layout for Writing Texts*

## *Level 2*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# *How to Guide*

# Skills Check

Rate how confident you feel about the skills tested in this section:

Skill	Not a clue!	I know a little	I feel okay with this	I feel quite confident	I feel very confident
Set out a letter correctly					
Set out an email correctly					
Set out a review correctly					
Set out a report correctly					
Set out an article correctly					
Set out a blog correctly					
Set out a diary correctly					
Set out a speech correctly					

*When you have finished the booklet, use a different colour to mark your confidence levels again.*

## Writing Layout

### Introduction

This guide covers all the layout and formatting features for the types of texts you may come across on the exam. Each of these text types has its own guide that you can read if you want to find out more: this is a summary of the information you will find in the separate guides.

# Letters

## What must a letter have?

Two addresses

Date (can be between the two addresses or underneath)

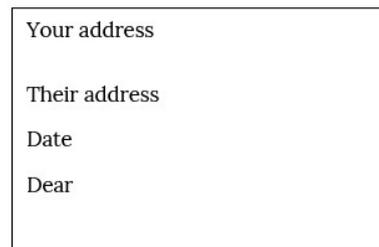
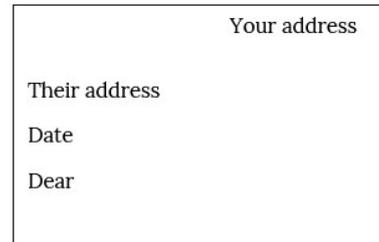
Dear

Paragraphs

Yours sincerely/Yours faithfully

Your name

There are two accepted ways of putting the addresses



Use **sincerely** if you know their name and **faithfully** if you have written Dear Sir or Madam

One rule is 'never the two s's together' so never Sir and sincerely in the same letter

You should always try to have a clear opening sentence and a clear closing sentence.

## Example opening sentence

I am writing to inform you about...

## Example closing sentence

I hope to hear from you soon.

## Try It Out

**Question 1 - Think of two more examples of opening and closing sentences**

Opening Sentences

a)

b)

Closing Sentences

a)

b)

# Current Style

You should use sentence case to write your address so words such as *Road* and *Street* should start with a capital. Remember that all parts of your postcode should be capital letters.

Writing styles evolve over time, so some things may have changed since you were taught letter writing at school.

Commas are NOT used at the end of each part of an address anymore.

Mrs J. Farmer  
12 High Street  
Derby  
DE15 3RN



Mrs J. Farmer,  
12 High Street,  
Derby,  
DE15 3RN



Yours sincerely



Yours Sincerely



Yours faithfully

Yours Faithfully

*Yours sincerely* and *Yours faithfully* use small letters for *sincerely* and *faithfully* not capitals.

You don't need to indent the start of a paragraph anymore. Start each paragraph on a new line.

This is the end of a paragraph.



This is the beginning of the next one.

This is the end of a paragraph.

This is the beginning of the next one.



## Did you know?

You can make up a fake address to use in the exam if you are worried about using your real one

## Try It Out

**Question 2 – There are some mistakes in the layout of the letter below. Find all the errors.**

22<sup>nd</sup> january 2021

Jessica Rowley,  
164 Mews road,  
High Trewitt,  
Ne65 8TE,  
Suzanne Dixon,  
69 nenthead Road,  
High Trewitt,  
nE65 1XE,

Dear Suzanne Dixon, I am writing in response to the letter of the week about food waste.

The main body of the letter would go here

Thank you for taking the time to consider my views.

Yours Faithfully

Jessica Rowley

# Email Layout & Structure

## What must an email have?

Sender's email address (your email address)

Recipient's email address (who you are sending it to)

Subject

Salutation - *Dear, Hello or Hi*

A close

Your name (first name for informal and full name for formal)

Often on the exam, you will be given a template to fill in. Sometimes one, or both, of the email addresses will be filled in. If not, you may need to copy them from the question brief.

The subject is the topic of the email. It tells the recipient what it's about. You should keep the subject to just a few words.

The salutation you use will depend upon how formal you want to email to be.

There is no set close for emails, so you can use anything you want to. For formal emails, a version of *Regards* is most common such as *Kind regards* or *Best regards*. For informal emails, you can use closes such as *Bye for now* or *See you soon*.

## Try it Out

### Question 3

Which of these would be the best subject line for the email to the right?

- a) Friday invitations
- b) Meeting attendee list
- c) Tomorrow's meeting
- d) Today's deadline

Hi Sam

Hope you had a good weekend. Do you have the names of the people you want to attend the finance meeting on Friday? If you can let me have them by the end of the day, I can get the invites out first thing tomorrow.

Thanks very much.

Tom

# Review Layout & Structure

## What must a review have?

There are very few criteria for a review. It must have paragraphs. It generally has a type of title summarising the review that is a bit catchy and engaging.

You can make use of subheadings such as *Good Points* and *Bad Points* or giving people an indication of what the paragraph is about such as a review of a holiday with *Accommodation, Activities, View, Food* etc. Subheadings are optional though.

It might use some type of review system such as stars or points out of ten. You may want to add in this feature yourself to show you understand what a review is.



There is no set opening or close for a review, but some people put their name at the top or bottom. You should NOT start with *Dear* or put *Regards* or *Yours sincerely/faithfully*

## Try it Out

### Question 4

Circle which of the following would NOT be appropriate to include in a review.

Heading

Swear words

A salutation

Paragraphs

Regards

First person

Opinions

Formal language

# Style

Reviews are personal opinions, so you should use the word I and use adjectives to describe and say what you think.

The style is quite informal: how informal will depend upon the audience.

Even though it is informal, you need to plan your ideas so that the review flows. If you don't, it can read like a list of opinions rather than one piece of writing.

## Possible Features

**Personal Pronouns** - I, You, We

**Rhetorical Questions** - Often used to emphasise when something is so poor or amazing it's shocking!

**Adjectives and adverbs** - Descriptive words to help the audience visualise what you are talking about

**Catchy heading** - to summarise the main theme of the review

**Star or number rating** - to help people compare and make decisions

## Try it Out

**Question 5 - Read the extract from the review and label any features you find.**

### A hidden gem! 9 out of 10

We were expecting the Pearl Hotel to be amazing, but it surpassed our expectations. From the moment we arrived, the fabulous staff treated us like royalty with welcome drinks and vouchers for a free spa treatment. What more could you ask for? Check-in only took a few minutes and then we were shown to our stunning executive room with sea view.

# Articles and Reports Layout & Structure

## Articles and reports must have

- A heading
- An introduction
- A conclusion
- Paragraphs

## Articles and reports may have

- Subheadings
- Formatting features such as bold, underlining
- Tables/images

The **heading** is one of the key features of both articles and reports.

For a report, keep the heading quite formal stating what you are writing about.

For an article, the heading could be in the form of a question or could be catchy like a newspaper headline. To decide which to use, think about the audience who will be reading the article. You are trying to engage and interest them.

### Example

You are writing about plans for a new supermarket in your town.

The title for a report might be: *Investigation into Plans for New Supermarket Development on Bridge Street*

The title for an article might be: *Residents Revolt over Supermarket Building Controversy* OR *Are you For or Against the Supermarket Development?*

Notice the use of sentence case – key words usually are capitalised in titles.

## Try it Out

**Question 6 – Think of a suitable title for a report and one for an article on the subjects below.**

a) Children are no longer interested in reading books.

b) Litter in the local community.

You should not use a greeting such as *Dear* or a close such as *Regards* or *Yours sincerely*.

There is no set way to finish an article or report. If you want to put something at the end, you could put your name as the author using

*By Richard Eagle*

### **Subheadings**

It's a good idea to try to use subheadings in a report where you can. You might use the traditional wording of *Introduction*, *Method*, *Findings*, *Conclusion* or you could change the method and findings to something that fits the topic perhaps *Research* and *Ideas* or similar.

In an article, you may choose to use subheadings. These can be less formal than the article and might be key word and phrases or even questions.

## **Try it Out**

### **Question 7**

You are writing an article about strategies for working from home. Think of four or five subheadings you could use to structure your article.

# Blog Layout & Structure

## What must a blog have?

There are very few criteria for a blog. It must have paragraphs and it's a good idea to have a title that's a bit catchy and engaging.

It might also use subheadings, weblinks and pictures. Of course, in the exam you can't paste or draw a picture, but some people create a text box and label what the picture would be.

A blog is very similar to an article, so you will find much of the information is very similar between the two guides.

There is no set close for a blog. Some people put their name at the bottom. You should NOT put Regards or Yours sincerely/faithfully

## Try it Out

### Question 8

a) Find out where the word blog comes from.

b) Circle which of the following you are likely to find in a blog.

Photographs

Title

A salutation

Paragraphs

Regards

First person

Opinions

Informal language

# Style

Blogs are generally quite informal. The idea is that they sound like one side of a conversation you might have with someone on a topic. Some blogs will address the readers directly at the start and welcome them to the blog.

Most blogs are personal and written in the first person using *I*, but some are professional and might use *we* instead to show they reflect the ideas of a whole organisation rather than just one person.

It's important to think about the audience who will be reading the blog. There should be a clue in the exam question. You should try to tailor your style to fit that audience.

If your audience are teenagers, try to put in some references to things teenagers are interested in.

If your audience are business users, then you might want to refer to specific business examples.

Blogs make use of features such as:

## Personal Pronouns

I  
You  
We

## Rhetorical Questions

To encourage the reader to agree with you or empathise with you.

## Puns or Jokes

Designed to entertain the reader.

## Try it Out

**Question 9 - Read the extract from the blog and label any specific features you find.**

Thanks for returning to read part two of my football blog. Some people left some amazing comments on part one, so it's nice to know I wasn't given the red card after my first blog attempt!

Anyway, I wanted to give you a bit of an insight into how I prepare for a game. I always find that I play better if I warmup properly before a game. I set aside twenty minutes to do jogging, knee raises, lunges, squats and drills. After all, I don't want to collapse with cramp after the first few minutes, do I?

# Diary Layout & Structure

## What must a diary have?

There are very few criteria for a diary. It must have paragraphs and a date. You generally put the date at the top before the diary entry. This might be done in an informal way such as Sunday 4<sup>th</sup> March.

Many people begin *Dear Diary* as an easy way to show they are writing a diary entry!

You can use an informal ending phrase such as:

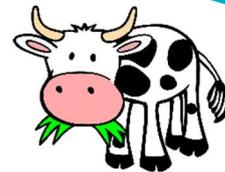
*Let's see what tomorrow brings...*

*I'll tell you what happens tomorrow diary.*

You should NOT use features you would find on letters and articles such as your address, a title, Regards, or Yours sincerely/faithfully

You can use exclamation marks. It's a good idea not to use more than three in total in the whole piece.

Watch your spelling.  
Many people write a **dairy** entry instead of a **diary** entry...



## Try it Out

### Question 10

a) *Research question:* Tick all the people below who have a published diary about them.

Adrian Mole

Henry VIII

Samuel Pepys

Anne Frank

b) Circle which of the following you are likely to find in a diary.

Dear

Date

Paragraphs

Yours sincerely

Regards

First person

Opinions

Formal language

# Style

Diaries are generally quite informal. They should contain your thoughts and feelings about your day or a specific event. Remember, the diary doesn't have to be your real thoughts and feelings: you can make them up.

Some people write as if they are speaking to the diary and others choose to imagine future people reading the text: *if you're reading this, then you're probably wondering why I didn't just tell him what I thought at the time.*

Look for any clues in the question about the style they want you to use or the audience that might be reading it. For example, you might be asked to write a workplace diary, which would be slightly more formal.

You can use slang and informal language but be considerate of the audience if you have identified one.

A diary is always written in the past tense.

## Features you might see

- Personal pronouns
- Slang or colloquial language
- Emotive language
- Informal spelling or punctuation
- Hyperbole
- Rhetorical questions/questions
- Adjectives

## Try it Out

**Question 11 - Read the extract from the diary and label any specific features you find.**

Monday 5<sup>th</sup> February

Best day ever! Today was the first time I managed to successfully strip an engine down and put it back together again! My tutor was so impressed. Only three others in the group managed to do it properly, so it was worth the extra practise I put in at the weekend. I'm super annoyed that my tutor had to help me with a couple of bits because I wanted to do it without any help at all. Oh well, there's always next time. Grace, that's the girl who always gets top marks, got a bit stuck and asked me for help!

# Speech Layout & Structure

## What must a speech have?

A speech must have paragraphs, a welcome to the audience and a close. You will still have an introduction stating what you will be talking about and a conclusion summarising your views.

As it's designed to be read out, the way it looks isn't important. It's still a good idea to put a title at the top, but it isn't essential.

The key aspect of a speech is the content. You should always start by addressing the audience and finish by thanking them. The middle should be persuading them to your point of view.

You should **not** use any other layout features including *Dear*, *Regards* and *Yours sincerely/faithfully*.

## Try it Out

### Question 12

Circle which of the following you could include in a speech.

Persuasion

Swear words

Hyperlinks

Paragraphs

Regards

First person

Opinions

Conclusion

# Style

As a speech is designed to be read out loud, it should sound like natural speech. This means you can use *I* and address the audience directly using *you* and *your* and create a bond with them using *we* or *our*.

The level of formality will depend upon the audience. If it is a group of students, you can be more informal. If you are presenting to the council, you would use formal language. However, you can use contractions such as *aren't* and *don't* because they are more acceptable in spoken formal English than in written English.

The flow of the speech is very important, so you must plan your ideas carefully. You should make use of transition phrases to move between ideas such as *My first point is...*, *Further to my point about x*, *Firstly*, *Secondly*

## Possible Features

**Personal pronouns** – *I, You, We*

**Rhetorical questions** – To make the audience agree with you

**Facts and statistics** – to back up the points you are making

**Emotive language** – to emphasise positive or negative points

**Instructive language (imperative)** – telling people what they should do

## Try it Out

**Question 13** - Read the extract from the speech and label any features you find.

Secondly, the new housing development would cause overcrowding in schools due to at least 150 new students enrolling. All the classes have at least 30 students in them already so, if numbers increase, children will be packed in like sardines and won't be able to learn properly.

Would you be able to learn without enough textbooks to go around or if you had to wait in a line of ten people to ask your teacher a question?

Studies show that smaller class sizes are linked to increased academic performance. Let's not strip our young people of the chance to do well.