Paper One

Start of exam—5 Minutes.

⇒ Read the glossary.

⇒ Read the information box . Underline key details.

⇒ Read the passage without looking at the questions. Do you understand what is going on?

Q1—5 Minutes.

⇒ Read the question.
⇒ Mark in the margin which lines you need to focus on.
⇒ Use full sentences.
⇒ One point per line.
⇒ Don't repeat yourself, you need four different points!

Q2—10 Minutes.

⇒ Underline key words in question. Who / what are you focusing on?
⇒ Identify the mood / tone.
⇒ Label language devices and interesting words and phrases.
⇒ Write three BIG paragraphs including quotations to back up ideas. Answer each bullet point.

Q3—10 Minutes.

⇒ This question focuses on the WHOLE extract.
⇒ Focus on the following:
• Opening.
• Focus (character / place)
• Foreshadowing.
• Contrasts.
• Ending.
• Time shifts Past / present/ future.
• Thought / Action,
⇒ Aim to write about 4 paragraphs. If in doubt, focus on the beginning, middle and end and how they are structured to maintain interest in the reader.

Sentence Stems.

⇒ **The writer focuses on… in the opening.**
⇒ **The writer builds/ changes / shift… by… making the reader feel….**
⇒ **The writer leaves us feeling…**
⇒ **A structural technique used by the reader is….**

Q4—30 Minutes.

⇒ Underline key words in the question and the statement.
⇒ If the statement is positive—AGREE WITH IT.
⇒ Look again at the part of the extract that is referred to. Underline any evidence you will use to support the statement.
⇒ Underline language techniques that effect the reader. (3 at LEAST.)
⇒ Write at least 5 paragraphs in your answer, using as many quotations to back up your ideas as possible.

Sentence Stems.

⇒ To some extent I agree with… because…
⇒ I certainly agree that…
⇒ However it could also be argued that…
⇒ Overall I agree with the statement that ….

Q5—45 Minutes

⇒ Choose which question you are going to complete.
⇒ Read the instructions and underline the key words.
⇒ Plan for 5 minutes. What kind of mood / atmosphere do you want to create? Jot down any good vocabulary you want to use in your writing. STEAL good words from the extract you have just read for the reading section.
⇒ Only talk about ONE EVENT— your writing shouldn't take place over days, it should be capturing one moment in time.
⇒ Start each paragraph in a different way to keep your writing interesting.
⇒ Use the five senses.
⇒ Use a range of language techniques.
⇒ Be a camera—describe the whole scene, then ZOOM in on people / things and describe them in detail.

Language Devices.

*Similes   * Metaphors   *Imagery

*Alliteration   * Onomatopoeia

*Rhetorical Questions   *Triples

*Emotive Language   *Hyperbole

Start of exam—5 Minutes.

⇒ Read the glossary.
⇒ Read the information box . Underline key details.
⇒ Read the passage without looking at the questions. Do you understand what is going on?

Q1—5 Minutes.

⇒ Read the question carefully.
⇒ Read all of the statements before making your choices.
⇒ Check the answers are correct before shading them.

Q2—10 Minutes.

⇒ Read the question carefully.
⇒ Underline whether you are being asked to look for similarities **or** differences.
⇒ Underline key words in the question.
⇒ Underline quotations that link to the focus of the question (3 in each source)
⇒ Complete a MINIMUM of two REALLY well developed paragraphs.

Paper Two

Q3—15 Minutes.

⇒ Check you are writing about the right source and the right lines.
⇒ Underline key words in the question.
⇒ Identify the purpose of the language (Persuasive, descriptive etc.)
⇒ Highlight any devices that you can find.
⇒ Write a sentence explaining the mood / tone of the extract linked to the question.
⇒ Write three BIG paragraphs including evidence.
⇒ **Answer each bullet point.**

Letter

⇒ Dear Sir/Madam—formatted correctly with date and addresses. Write in paragraphs.
⇒ Yours sincerely / faithfully.

Leaflet

⇒ Clear original title.
⇒ Bullet points and subheadings

Q4—20 Minutes.

⇒ Check which source and lines you are writing about.
⇒ Underline key words in the question—similarities **or** differences?
⇒ Underline quotations from each source that you will use in your answer.
⇒ Write an opening sentence which clearly refers to the question—use the same wording.
⇒ Write at least 5 well developed paragraphs including evidence and analysis.

Article

⇒ Clear / original title using a device.
⇒ Subheadings. Introductory paragraph.

Essay

⇒ Effective introduction and conclusion.

Speech

⇒ Clearly addresses an audience EG ''Good afternoon ladies and gentlemen.'' Clear Sign off.

Q5—45 Minutes
Planning.

⇒ Identify the audience / purpose/ tone of the task.
⇒ Write out a list of techniques that you should use for this task (bottom of this column.)
⇒ Write a list of punctuation that you should use.
⇒ Steal good vocabulary from the extracts you have read and create a list of your own words that you want to use.

Writing.

⇒ Use at least one language technique in each paragraph.
⇒ At the end of each paragraph cross off the technique and punctuation you have used from your list.
⇒ Remember to use a semi-colon. (Instead of 'so' or 'because'
⇒ Start each paragraph in a different way.
⇒ PROOF READ YOUR WORK.
⇒ Correct any spelling errors / boring vocabulary.
⇒ Don't worry if your work is messy when you've checked and corrected it. As long as it's _legible._

Language Devices.

*Similes   * Metaphors   *Imagery

*Alliteration   * Onomatopoeia

*Rhetorical Questions   *Triples

*Emotive Language   *Hyperbole