



English Language

P1 Writing

Section 1: Directed Writing

Informal Letter

You are advised to write between 250 and 300 words.

Total marks for this part: 30.

Task

You have been chosen to represent your school in a general knowledge competition. You must choose one friend to be in your team.

Write a **letter** to your friend inviting him or her to be in your team. You must include the following points:

- When **and** where the competition will take place
- Why you think your friend is the best choice for your team
- What preparation you should both do and details of the prizes in the competition.

You must cover all points in detail. You may also add further detail if you wish. Make your letter friendly and enthusiastic. Start your letter with 'Dear...

Objectives:

To test the candidate's ability to:

1. write a letter which communicates information clearly, accurately and economically;
2. carry out the instructions as detailed on the question paper regarding the particular information required.

Detailed Marking Instructions for Section 1:

Directed Writing

The 30 marks are allocated as follows:

Task Fulfilment 15 marks

Language 15 marks

The descriptors for Task Fulfilment

- Good understanding of purpose.
- Clear awareness of situation and audience.
- Format entirely appropriate.
- All required points developed in detail, fully amplified and well organised.
- Given information well used to justify personal opinion and interpretation.
- Tone and register entirely appropriate.

LANGUAGE

Highly accurate, apart from very occasional slips.

- Sentence structures varied for particular effects.
- Verb forms largely correct and appropriate tenses consistently used.
- Vocabulary wide and precise.
- Punctuation accurate and helpful.
- Spelling accurate, apart from very occasional slips.
- Paragraphs have unity, are linked, and show evidence of planning.

Remember

It is essential to read the question carefully and be clear about its particular focus.

- In **Section 1** tasks it is important to develop the bullet points as evenly as possible.
- Candidates should pay particular attention to commonly confused words, for example, their/ there, seat/sit.
- Greater focus on correct use of possessive pronouns is strongly recommended.
- It is essential to write in full sentences, even in informal writing – for example, ‘I hope your family are all well’ rather than ‘Hope your family are all well.’
- Concentration on correct tenses and agreement would improve candidates’ writing in both sections.