

Transactional Writing - Component 2, Section B (40 marks - non-fiction paper)

Criteria	Red	Amber	Green
I can write a lively and engaging magazine article.			
I can write an appropriate and relevant formal letter.			
I can effectively adapt my register (writing style) for the intended audience.			
I can put addresses and the date in the appropriate place for a formal letter.			
I can use the relevant sign off for a formal letter, depending on who I have addressed my letter to (i.e. Yours faithfully/sincerely)			
I can use a heading and other relevant structural features in a magazine article e.g. image, subheadings etc.			
I can write a clear opening paragraph which introduces my 3 arguments/ideas and outlines my focus and aims.			
I can write 3 main paragraphs which outline my arguments and are supported with evidence and explanations.			
I can use discourse markers to show I am moving on from one point to another e.g. firstly, moreover, furthermore, additionally etc.			
I can write in full, accurate sentences.			
I can vary my sentence structures and lengths e.g. tricolon, unfortunately..., fortunately..., not only..., also etc.			
I can vary my sentence openings, including using verb openings, connectives, prepositions and adverbs.			
I can accurately use a variety of punctuation, including capital letters, commas, apostrophes, exclamation marks, question marks, semi-colons and dashes.			
I can use embedded clauses in my sentences.			
I can accurately spell most words.			
I can use precise, imaginative and appropriate vocabulary.			
I can use rhetorical devices to persuade and inform e.g. rhetorical questions, personal pronouns, direct address, repetition, lists of 3.			
I can write in standard English.			
I can write with legible handwriting.			

