

**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, with the correct layout (date, addresses, Yours sincerely/faithfully...)			
I can write a speech, showing clearly, through things like asking the audience to raise their hands, that it's in front of a live audience.			
I can write a review reviewing a film/television series/game/album, a place and a latest fashion trend.			
I can write a report, using a suitable formal tone and subheadings to structure it.			
I can write a guide, using supportive language to encourage my audience to follow my advice.			
I can effectively adapt my register (writing style) for the intended audience.			
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.			