

<p style="text-align: center;"><b><u>Letter</u></b></p> <p style="text-align: right;">My address Date</p> <p>Their address Dear _____</p> <p>Intro – why you are writing</p> <p>P1 – idea 1 and ways to expand point P2 – idea 2 and ways to expand point P3 – idea 3 and ways to expand point</p> <p>Conclusion</p> <p>Yours sincerely, Name</p>	<p style="text-align: center;"><b><u>Speech/Talk</u></b></p> <p>Introduction – open with a statement or question and then address the audience. E.g. Expensive shoes, fancy holidays, fast cars. Who wouldn't want this life? I'm going to talk to you about the dangers of greed.</p> <p>P1 – point 1 and reasons why it is important P2 - point 2 and reasons why it is important P3 – point 3 and reasons why it is important</p> <p>Conclusion thanking people for listening and linking back to introduction. E.g. So how appealing are the expensive shoes and fast cars, when we compare it to the chance for love and friendship?</p>	<p style="text-align: center;"><b><u>Article</u></b></p> <p>Headline</p> <p>Intro to article</p> <p>P1 – main point and why it is important to reader P2 – second point that links to first P3 – conclude the article that draws the points together and gives opinion</p> <p>*you can include subheadings with each paragraph</p>
<p style="text-align: center;"><b><u>Leaflet/Guide</u></b></p> <p>Heading</p> <p>Subheading P1</p> <p>Subheading P2</p> <p>Subheading P3</p> <p>*You can include bullet points for some of the information. End the leaflet with contact information.</p>	<p style="text-align: center;"><b><u>Review</u></b></p> <p>Heading</p> <p>Intro – basic info about book/show/film (no spoilers)</p> <p>P1 – Positives about book/show/film</p> <p>P2 – Things that could have been better</p> <p>P3 – Overall opinion incl recommended audience</p> <p>Star rating <i>*this is a fun piece of writing using puns and a lively tone. If writing about a film, put the actors name in brackets after the character name</i></p>	<p style="text-align: center;"><b><u>Report</u></b></p> <p>This is the most formal piece of writing. You cannot write in first person singular. Only use we, us etc. <b><i>Don't</i></b> use contractions in this form of writing.</p> <p>FAO: (The target audience) RE: (Topic)</p> <p>Intro – why writing, what about, who was surveyed</p> <p>Issue 1 – develop the idea and give reasons why it is a major problem. Explain short term and long-term impact</p> <p>Issue 2 – develop the idea and give reasons why it is a major problem. Explain short term and long-term impact</p> <p>Give solutions and recommendations</p> <p>Ending Paragraph – thank for reading, hope to take advice into account, benefit all etc</p>