14.1 Reading: emails, notices and short stories

Name: _____ Class: _____ Date: _____ **Total: 18 marks**

KEY WORDS subject line

Reading: emails, notices and short stories

Objective

Supported preparation: Read the subject line as the email map; Track story people through their turning words. This is original classroom practice, not an official exam paper.

1 Key knowledge and worked examples

Three shapes. Email: subject line maps it, the point lands by body line two, questions wait at the end (reply by Thursday: Thursday is the LAST day). Notice: capitals and date are its two hands; who, what, when, where in five lines. Story: person, problem, change; slow down at but, so, because, then.

2 Practice

2.1 Which line of an email holds most of the message? [1]

2.2 A notice has two hands. Name them. [2]

2.3 Name the three jobs of story sentences. [3]

2.4 Reply by Thursday: which day is the last day to answer? [1]

2.5 Name two turning words in stories. [2]

3 Exam-style questions

3.1 *(Email style.)* Read: Subject: Class trip on Saturday: new time. Dear class, the bus now leaves at 8.00, not 8.30. Please bring water. Ms Gao. Answer: the new time, the change-maker, the request. [3]

3.2 *(Notice style.)* Read: LIBRARY CLOSED. Friday 20 May. Closed all day for repairs. Use the study room in Block B. Open again Saturday. Answer: what, when, where instead, how long. [4]

3.3 *(Story style.)* Read: Ana lost her bus card. She walked home in the rain. Her neighbour drove past and gave her a lift. Which sentence is the change, and what turning event made it possible? [2]

Solutions

2.1 The subject line (with the first body line) (1).

2.2 The capitals (heading) (1); the date (1).

2.3 Person and problem (1); the trouble grows (1); the change (1).

2.4 Thursday (1).

2.5 Any two of: but, so, because, then (2).

3.1 New time: 8.00 (1); change-maker: not 8.30 (1); request: bring water (1).

3.2 What: closed for repairs (1); when: Friday 20 May (1); where instead: the study room in Block B (1); how long: open again Saturday (1).

3.3 The third sentence (the neighbour gave her a lift) is the change (1); the turning event: the neighbour drove past (1).

Local review guidance: (R1) 3.1 reads subject first; 3.2 takes one fact per hand; 3.3 names the change sentence. Authored guidance.