

# 1 Supported focus – English audience, register and purposeful writing

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_ **Total: 10 marks**

**KEY WORDS** word count • proposal • register • detail

## Objective

- Choose an appropriate text type and register
- Organize an English response that addresses purpose, audience and required content

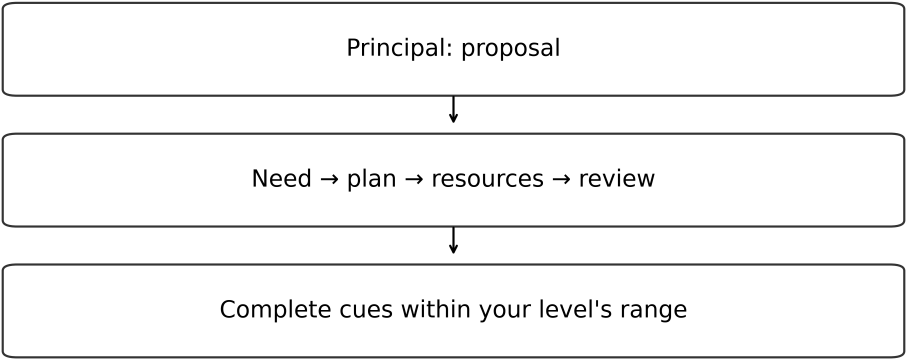
Original public practice; marks below are classroom self-check points, not official criteria.

## 1 Key knowledge and worked examples

A proposal usually states a need, a practical plan and expected benefits. A friendly message can use a more personal tone.

Grammar and vocabulary should serve the message; a memorized opening cannot compensate for missing task content.

A proposal identifies a need, a practical plan and expected benefits. Use polite recommendations for a principal; a friendly message can address a peer directly. A complete response must meet every task cue. Word count does not compensate for missing content. The companion supplies separate original SL and HL models with counted final words and a cue checklist.



*Original diagram of the worked relationship; read the full wording and qualifications.*

Worked example from the native lesson: For a proposal about a reading club, identify the purpose, meeting schedule, supervision and expected benefit. Use polite, specific recommendations. We recommend a supervised Thursday meeting is clearer than we must have a great club soon.

### ■ Complete original case context

Original task: Write a proposal to your school principal for a weekly reading-and-repair club. Explain the need, meeting arrangements, supervision and resources, expected benefits, and how you would judge the first month’s success. Address one practical concern and ask for a clear decision. Use the current course’s level-appropriate word range: SL 250–400; HL 450–600. This is original teaching practice, not an official specimen task.

## 2 Practice

**2.1** Which sentence best suits a formal proposal? Explain using the worked method. [1]

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3 Exam-style questions

Use the complete original case context in section 1.

3.1 Choose a suitable text type and register. Plan all required content before writing.[3]

3.2 Write the complete response within your level’s word range. Compare it with the separate model, checking cues and relevant detail rather than memorising its opening.[3]

3.3 Change the audience to a friend inviting them to join the club. Rewrite two opening sentences and explain the register change.[3]