Writing: purpose, audience and accuracy

IGCSE English · Vocabulary in context

Word	Example
purpose /ˈpɜːpəs/	Ask about the **purpose** of the text: what must I do?
inform /ɪnˈfɔːm/	A news report aims to **inform** readers about what happened.
argue /ˈɑːgjuː/	In this essay, **argue** that school should start later.
discuss /dɪˈskʌs/	**Discuss** both sides before you give your opinion.
audience /ˈɔːdɪəns/	Think about your **audience**: who will read your writing?
register /ˈredʒɪstə/	Keep the formal **register** used in the rest of the report.
formal /ˈfɔːml/	“Good morning, Mr Lee” is **formal**. “Good morning, Mr Lee”
informal /ɪnˈfɔːml/	“Hi!” is **informal**. “Hi!”
slang /slæŋ/	Do not use **slang** like “cool” or “gonna” in a formal letter. “cool” “gonna”
plan /plæn/	Write a short **plan** before you start writing.
paragraph /ˈpærəgræf/	Each **paragraph** usually has one main idea.
linking words /ˈlɪŋkɪŋ wɜːdz/	**Linking words** such as “first” and “however” join your ideas. “first” “however”
range /reɪndʒ/	Use a wide **range** of words and sentence types.

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Word	Example
accuracy /ˈækjʊrəsi/	Check your spelling and grammar for **accuracy**.
tenses /ˈtensɪz/	Use the right **tenses**: past for what happened, present for what is true now.
vocabulary /vəʊˈkæbjʊləri/	A rich **vocabulary** helps you say exactly what you mean.
synonyms /ˈsɪnənɪmz/	“Big” and “large” are **synonyms**: they mean the same thing. “Big” “large”
grammar /ˈgræmə/	Good **grammar** makes your sentences correct and clear.
spelling /ˈspelɪŋ/	Check your **spelling**.
punctuation /ˌpʌŋktʃuːˈeɪʃn/	Commas and full stops are **punctuation**.

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