

Solutions

Each answer shows the steps, then the **result**.

2.1

(a)

- **report**

(b)

- **article**

(c)

- **formal letter**

(d)

- **review**

2.2

(a)

- any **two** of: headings; an introduction stating the source; findings supported by evidence; recommendations; formal impersonal register

(b)

- any **two** of: a title; an engaging opening; direct address to the reader; a clear view; a controlled informal register

2.3

- the **form** is wrong, so content marks tied to format (headings, findings, recommendations) cannot be awarded
- the **register** is also wrong: a report to a teacher should be formal and impersonal

3.1

(a)

- **formal letter**, formal register

(b)

- **review or article**, personal but readable

(c)

- **informal email or letter**, informal

(d)

- **report**, formal and impersonal

3.2

- a review is for a reader deciding whether to spend their own time or money, so a **personal voice** is useful
- a report is for someone deciding on behalf of others, so it must appear **impartial**: findings before judgement