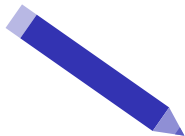


Writing: Purpose, Audience & Accuracy

IGCSE English ■ Topic 2

IGCSE English



What we will cover

- 1 Purpose & audience
- 2 Formal vs informal register
- 3 Planning & paragraphs
- 4 Linking words
- 5 Accuracy & checking



1

Purpose and register

Purpose and audience

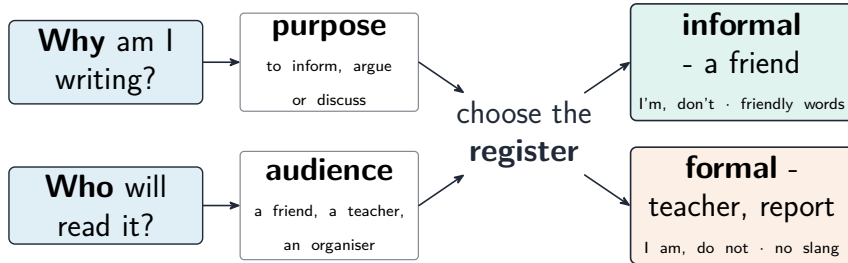
- **purpose** 目的: why am I writing?
- **audience** 读者: who will read it?

Purpose and audience choose the
register 语域 – formal or informal.



Plan purpose and audience before you write

Purpose and audience



Formal vs informal register

informal 非正式

for a friend: short forms
(I'm, don't) & friendly words

formal 正式

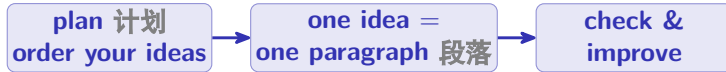
for a teacher/report: full forms
(I am, do not), no **slang** 俚语

Register 语域 is how formal your language is – match it to the audience.

2

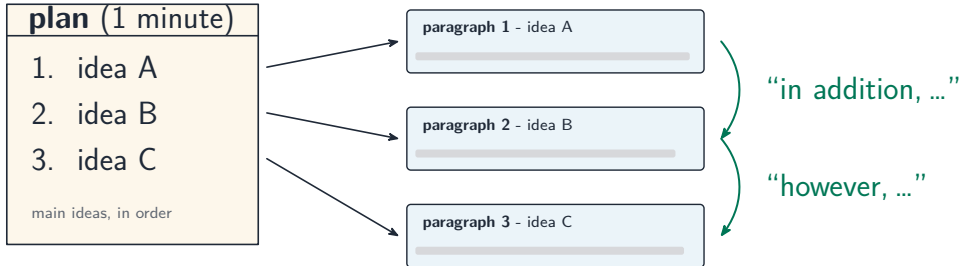
Organising

Planning and paragraphs



A one-minute plan stops you forgetting a point or repeating yourself.

Planning and paragraphs



Linking words

adding

also, in addition

contrast

however, although

result

so, therefore

Linking words 衔接词 join your ideas smoothly so the writing flows.

Accuracy and checking

range 多样性

vary **tenses** 时态, sentences & **vocabulary** 词汇;
use **synonyms** 同义词

accuracy 准确性

check **grammar** 语法,
spelling 拼写 &
punctuation 标点

Accuracy and checking

language marks

range

varied tenses
varied sentence types
rich vocabulary,
synonyms

accuracy

grammar
spelling
punctuation

check your work - keep 1-2 minutes to re-read

3

Recap

Worked example – getting the register right

Improve this line from a letter to a head teacher: “Hi! Your school rules are kind of annoying, plz change them.”

- Wrong **register** 语域: “Hi”, “kind of”, “plz” are **informal** – the reader is a stranger.
- It is also **rude** and gives **no reason** – no head teacher would act on it.
- “Dear Sir or Madam, I am writing to suggest a change to the uniform rule, as many students find it impractical in hot weather.”

Formal = full words, no slang, and a **reason** for every request. Ask **who** will read it before you write a word – register is the easiest way to lose, or win, marks.

Topic 2 – key takeaways

1

Before writing

know your purpose & audience

2

Register

informal for friends, formal for reports

3

Organise

plan, one idea per paragraph, link ideas

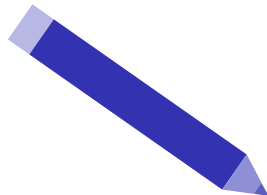
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Accuracy

show range, then check carefully

Check yourself

- 1 What two questions should you ask before writing?
- 2 Which register suits a letter to a teacher?
- 3 How many main ideas go in one paragraph?
- 4 Name a linking word that shows a result.



Answers 1. why & for whom 2. formal 3. one 4. so / therefore / as a result