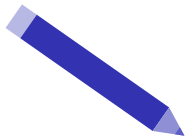


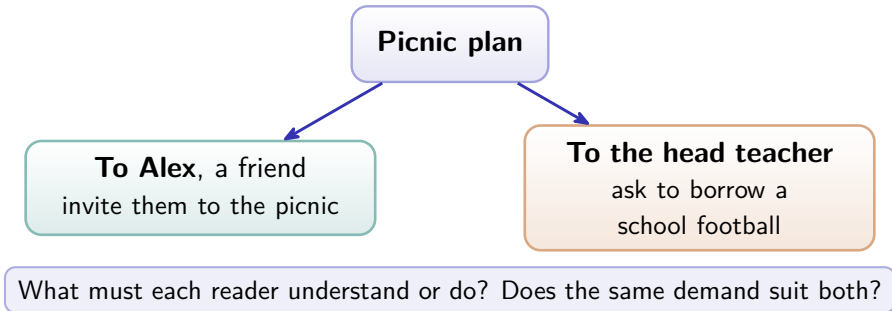
Writing: Purpose, Audience & Accuracy

IGCSE English ■ Topic 2

IGCSE English



One picnic, two different writing jobs



Today: read a complete task, **plan** connected ideas, choose wording by **meaning** and **repair** real drafts.

1

Purpose, audience and register

Original invitation task

Task

Write an email to your friend Alex inviting them to a picnic. Explain why you are organising it, say when and where it will take place, and tell Alex what to bring.

why you are
organising it

when and **where**

what to bring

Plan for **120–160 words**. Identify the **reader** and **every requested point** before drafting.

Original task notes: keep the details consistent

Reason	A chance for friends to relax after exams.
When and where	Saturday at 14:00; Riverside Park; meet at the main gate.
Preparations	You bring sandwiches; ask Alex to bring water.
Unknown	Weather is not confirmed; no indoor venue is booked.

Identify the writing job: original attempt

A student's opening

"Come on Saturday; it will be fun."

Your turn

- 1 State the writing job in **one line**. What are all the requested points?
- 2 Does the opening above answer the **whole** task?
- 3 Would a **report** about a completed picnic answer this invitation task?

Purpose and coverage: worked check

Job	Invite Alex to join a picnic, with relevant reason and practical details.
Why	Explain relaxing together after exams.
When and where	Saturday, two, Riverside Park, main gate.
What to bring	Ask Alex for water; explain that you provide sandwiches.
Weak line	Saturday alone misses time/place; “fun” does not explain this event’s purpose.

Read purpose from the actual instructions

Purpose 目的 what the text must do:

inform 告知

invite

explain

argue 论证 for a change

discuss 讨论 views

Audience 读者 the intended reader; purpose and **relationship** work together.

A quick message to a familiar teacher can differ from a formal report to the same person: do not assume every teacher is a stranger.

Choose register: original attempt

To Alex

“Hi Alex, would you like to join us?”

To the head teacher

“Ms Chen, could we borrow a school football for our picnic?”

Your turn

- 1 Explain why **both** can be suitable.
- 2 Repair “plz give us a ball now” for the head teacher. Permission has **not** been given.

Register: possible revision

Possible revision

“Dear Ms Chen, could we borrow a school football for our picnic on Saturday?
We would return it on Monday.”

✓ It **requests** permission;
Monday is a proposed
return, not an approval.

✗ “plz give us a ball
now”: an abrupt **demand**
and a text abbreviation.

“Hi” is not inherently rude: do not judge the whole message by its greeting alone.

Relationship and purpose guide wording

Alex: invite a friend

“Would you like to join us?”

Friendly and clear

Ms Chen: request a loan

“Could we borrow a football?”

Polite; permission not assumed

Purpose and relationship guide wording together.

Friendly and polite language can both be clear. Read the particular relationship and task.

Register is more than full or short forms

Register 语域 how **formal** 正式 or **informal** 非正式 a text sounds.

Friendly invitation

Contractions can suit it: “we’re”, “it’s”.

Formal request or report

A more measured style; full forms are not automatically better.

Avoid unfamiliar **slang** 俚语, text abbreviations and rude demands when they do not suit the reader.

Plan for the specified reader



The photograph illustrates writing. It supplies no evidence about the picnic or its arrangements.

2

Organising your ideas

Order the invitation: original attempt

what Alex
should **bring**

the **reason**
for the picnic

invitation,
time and place

Your turn

- 1 Put the three ideas in order.
- 2 What does Alex need to know **before** deciding what to bring?
- 3 Must each separate fact become its own paragraph?

A coherent order: worked plan

Open	Invite Alex and explain relaxing together after exams.
Locate	Give Saturday, two, Riverside Park and main gate together.
Prepare	Say what you will provide and ask Alex to bring water.
Grouping	Related details may share a paragraph; there is no fixed number of facts per paragraph.

Turn relevant notes into a connected invitation

Invite and explain

Relax with friends
after exams

Meeting details

Saturday, two;
park main gate

Share preparations

I bring
sandwiches; ask
Alex for water

This is one useful grouping, not a compulsory paragraph count.

Plan and group by meaning

Plan 计划 checks coverage and order before you draft.

Paragraph 段落 develops one connected point; it can hold several related facts.

plan

write

review

find your own balance through practice: no fixed official minute count

Choose links: original attempt

Join accurately

"I will bring sandwiches. Please bring water."

Repair

"It may rain. **Therefore**, the weather will be sunny."

Your turn

- 1 Join the first pair with a suitable link.
- 2 Why does the second link fail?
- 3 Can a linking word create evidence that is missing?

Links: possible revisions

Shared preparation	"I will bring sandwiches, so could you bring water?" The link explains the request.
Weather decision	"It may rain, so we should check the forecast before leaving." This gives a reasonable next step.
Contrast	"Although it may rain, we still hope to meet." This expresses contrast, not confirmed sunshine.
Invalid conclusion	Possible rain is no evidence that it will be sunny. "Therefore" cannot repair that reasoning.

Use links for the relationship they express

Linking words 衔接词 help the reader follow meaning.

Link	Relationship	Example
also	adds information	I will bring sandwiches; Sam also has fruit.
however	contrast	I wanted to come. However , I have a lesson.
so	result, or reason for a decision	It may rain, so bring a coat.

Never add “however” just to sound sophisticated: more links do not automatically improve organisation.

3

**Accuracy: grammar,
vocabulary and checking**

What language assessment actually includes

Range	Use structures and vocabulary appropriately for the intended meaning.
Accuracy	Communicate with controlled grammar, spelling and punctuation.
Organisation	Sequence ideas effectively and use meaningful connections.
Whole response	Content also needs task fulfilment, relevant development, appropriate style, reader and purpose.

Current 0510 writing criteria do not award a fixed bonus for a particular phrase or repaired error.

Three connected areas of language assessment

Appropriate range

Future
arrangement: "We
are meeting..."

Accuracy

"Please bring
water"; correct
verb form

Organisation

Group details; link
preparations with
"so"

Choose appropriate forms, control them and organise the response.

Range choice: original attempt

For the intended **future** picnic, choose:

A “We are meeting at two on Saturday.”

B “We had met at two on Saturday.”

Your turn

- 1 Explain your choice from the **time meaning**.
- 2 Does replacing “bring water” with “carry liquid” improve the invitation?

Range: worked check

✓ “We **are meeting** at two”:
present continuous for a future
arrangement

✓ “bring water”: precise and
natural

✗ “We **had met**”: past
perfect needs a past reference
point

✗ “carry liquid”: vague and
unnatural

Different **tenses** 时态 serve different meanings, and **synonyms** 同义词 are not interchangeable everywhere: **variety** is not a reason to force a change.

Accuracy attempt: repair a real draft

Draft extract

"hi Alex we is meeting at riverside Park on saturday at two. Please brings water. I will bring sandwishes, its going to be fun."

Your turn

- 1 Identify and **explain** each error before reading the revision.
- 2 Which original task points still need **development**? (This extract is not a complete response.)

Accuracy: worked revision

Revision

“**H**i Alex, we **are** meeting at **Riverside** Park on **Saturday** at two. Please **bring** water. I will bring **sandwiches**. **It's** going to be fun.”

capital letters

we **are**

please **bring**

spelling

It's = it is

sentence breaks

Still missing: the **main-gate** detail and the **reason** (relaxing together after exams). Accurate grammar alone does not complete the task.

Explain the repairs

Capitals	Hi, Riverside Park and Saturday begin with capitals.
Agreement	“We” takes “are”, not “is”.
Imperative	“Please bring”, not “Please brings”.
Spelling	“Sandwiches”, not “sandwishes”.
Punctuation	“It’s” means “it is”. Full stops separate the sentences.

Check forms and meaning in two passes

Pass 1: meaning

requested points, names,
times, places, the reader,
supported claims



Pass 2: forms

verb endings, tense choices,
sentence boundaries, capitals,
spelling

Grammar 语法, **spelling** 拼写 and **punctuation** 标点 matter alongside coverage and consistency. Checking improves communication; **no fixed mark gain** is promised.

Consistency attempt: correct grammar, wrong facts

Supplied notes

Riverside Park, **main gate**,
Saturday at **two**. No indoor
venue is booked.

Later sentences in a draft

“Meet at the side gate at three.”

“If it rains, we will meet in the booked hall.”

Your turn

- 1 Why is the first sentence wrong although its grammar is correct? Repair it.
- 2 What does the evidence actually say about a hall?

Consistency: worked check

✗ “side gate at three”

✓ “Meet at the **main gate** at **two**.”

✗ “the booked hall”:
invented, no hall is booked

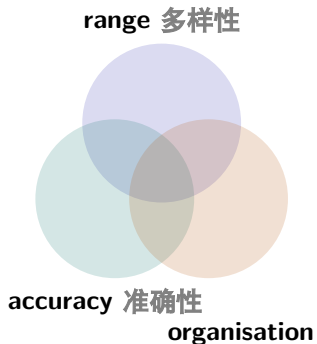
✓ “If rain is forecast, I will
contact you about changing the
plan.”

An accurate conditional sentence can still make an **unsupported** claim.

4

Exam tips and independent practice

Review the whole response, not a formula



- 0510 criteria judge **task fulfilment** and development as a whole
- No universal fixed deduction per missed point
- Short correct sentences alone do not guarantee the strongest response; uncontrolled complexity can obscure meaning

Practise judging **120–160 words**, and choose your planning and review times through practice.

Independent original task: book exchange

Task

Invite a friend to a school book exchange. Explain why you want to go together, give the time and place, and say what your friend should bring.

Fictional notes

Friday
16:00

library
entrance

exchange
one book,
no payment

bring a book in
good condition

Your turn

Draft a complete **120–160-word** email, then review it in two passes: meaning, then forms.

Check yourself

Content	All points answered; a relevant reason might be helping each other choose books.
Consistency	Friday, four, library entrance; one book in good condition.
Voice and order	Friendly audience; connected groups of ideas; links chosen by meaning.
Language	Appropriate range and accurate forms, not forced tense or synonym changes.

The lesson's short extracts are practice steps, not full-length models. A greeting or new synonym cannot replace missing content.