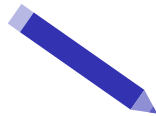


Writing: Purpose, Audience & Accuracy

IGCSE English ■ Topic 2

IGCSE English



Writing: Purpose, Audience & Accuracy

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

Formal vs informal register

informal 非正式

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

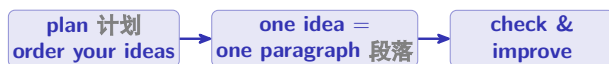
formal 正式

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.

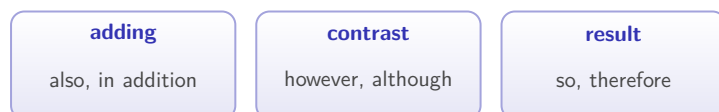
2 Organising

Planning and paragraphs



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

Linking words



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

Accuracy and checking



3

Recap

Writing: Purpose, Audience & Accuracy

↳ 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.

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↳ Recap

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

4 Accuracy

show range, then check carefully

Check yourself

- 

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