

Non-fiction writing: Year 9 Knowledge Organiser

NON-FICTION WRITING

What do you need to do?

1. Understand why you are writing and who for (PU)
2. Justify your opinions (JO)
3. Make your points powerful and engaging (LI) & (ENG)
4. Support your ideas with anecdotes, statistics, facts, etc (WT)
5. Structure your ideas into clear paragraphs and use connectives to link ideas (L) & (S)
6. I can use appropriate language for my audience (A)
7. Use ambitious vocabulary and punctuation (AV) & (AP)

BIG IDEAS:

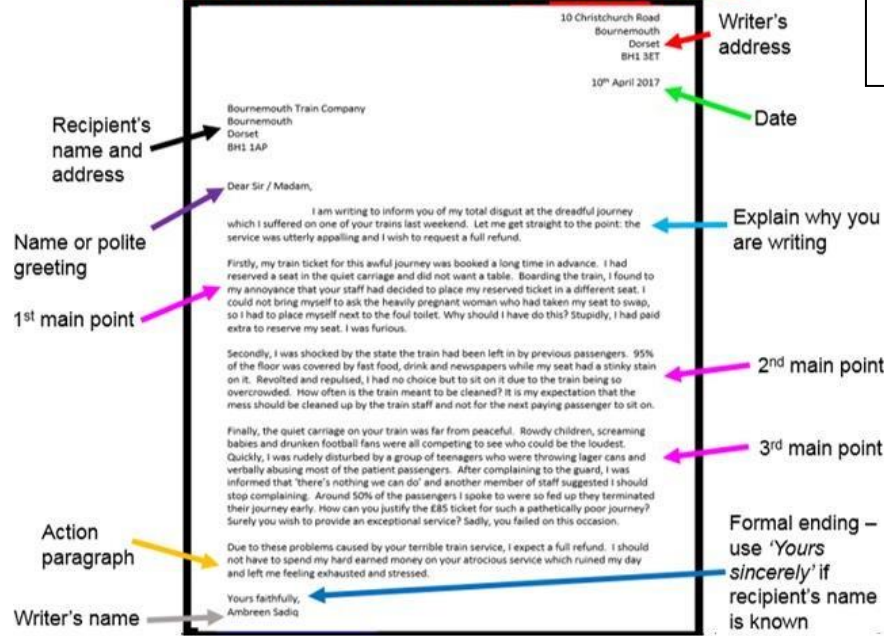
AMBITIOUS VOCABULARY

STRUCTURE

SPAG

PLANNING

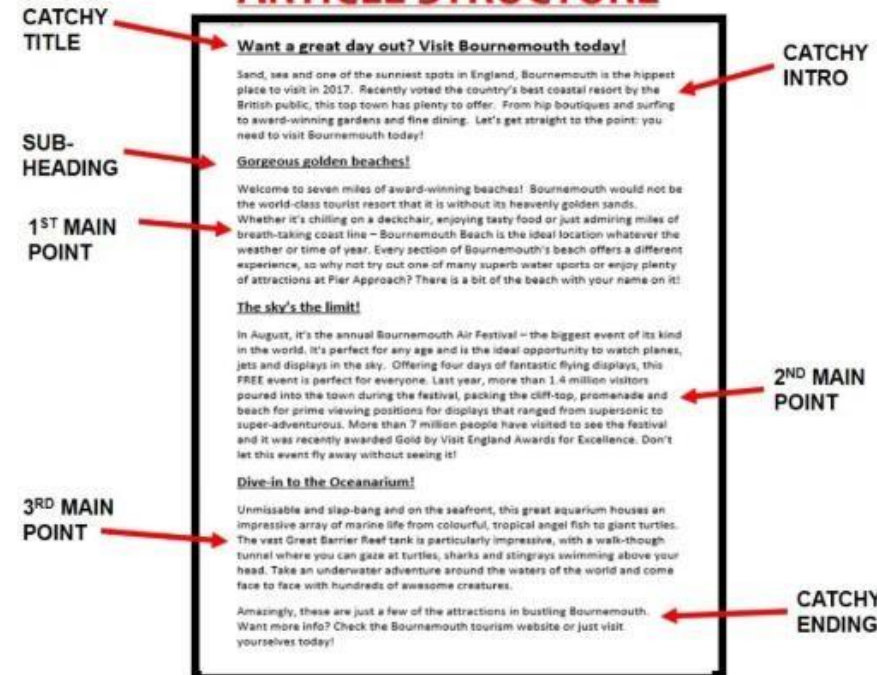
FORMAL LETTER STRUCTURE



SPEECH STRUCTURE



ARTICLE STRUCTURE



DIARY STRUCTURE

WRITE YOUR OWN EXAMPLE

START WITH 'DEAR DIARY'

SPLIT YOUR DIARY ENTRY INTO PARAGRAPHS - MAKE A NEW PARAGRAPH WHEN YOU MAKE A NEW POINT

Remember our Success Criteria for a diary:

- Includes 'Dear Diary'
- Is written in the 1st person
- Is written in the past tense
- Has an introduction to set the scene
- Talks about opinions, thoughts, feelings
- Uses time conjunctions to show when things happened
- Writes about events that are important to

INTRODUCE WHAT YOU ARE GOING TO TALK ABOUT

USE A TIME MARKER TO SAY WHAT HAPPENED NEXT

GIVE YOUR THOUGHTS, THE TOPIC

OPINIONS AND
FEELINGS ABOUT

Colloquial Language

You should try to use chatty/informal language.

Follow a "Diary Style"

Start each entry with a date and "Dear Diary".

Chronological order

Your diary should be in time order, using adverbials.

Self-reflection

Try to include your thoughts, feelings, opinions and hopes (inside speech marks).

HOW TO WRITE A:

DIARY

First person

Remember to use personal pronouns (in particular: I/We)

Past Tense

A diary is about what has already happened.

Detailed descriptions

Remember to use more than one sense, to make your description more imaginable. Similes and metaphors can also be effective.

Sender

The sender's address goes in the top right corner (with the date below). The sender will always sign the letter at the bottom.

HOW TO WRITE A:

LETTER

Recipient

The person receiving the letter, in a formal letter their address will go in the top left.

Greeting/Sign-off

If you don't know the recipient's name, use "Dear Sir/Madam" and finish "Yours faithfully"...

... If you do use their name, finish with "Yours sincerely" followed by the sender's name.

Informal Letters - You would send an informal letter to someone, such as a friend or relative. Although these letters may be more colloquial, the layout and grammar are both accurately used.

Formal Letters

You would write a formal letter, when writing to someone official. Make sure you use standard English (avoid Colloquial language) and keep it polite and to the point.

Bias

When reading persuasive writing, remember viewpoints are often one-sided.

Honest

Make sure that you always tell the truth (even in an advert).

Reasoned argument

When arguing, make sure you always give reasons stick to the subject and don't attack someone personally.

HOW TO WRITE:

Rhetorical questions

Can be very effective as make the reader consider the question.

PERSUASIVELY

Language

Try to use emotive and positive language.

Reasoned argument

When arguing, make sure you always give reasons.

Purpose

When writing, remember to always think about why you are writing what you are trying to say.



Audience

Who is the intended reader?

This will affect the way you write.

Think about your REGISTER



Why are you writing?

What are you trying to achieve?

To persuade someone? To inform them? To advise them?



What do you need to write about?

Can you include a lot of relevant ambitious vocabulary?



DAFOREST

TECHNIQUE	DEFINITION	EXAMPLE	EFFECT ON THE READER
Direct address	Referring to the reader directly using the pronouns 'we' or 'you'.		Engages the reader to read on as they feel that, by being addressed directly, the text is specifically for them.
Alliteration	A group of words beginning with the same letter or sound.		Makes the text catchy – it sticks in the reader's head.
Facts	Something which can be proven to be true.		Make the text seem authoritative, accurate and therefore believable.
Opinions	A belief which cannot be proven to be true – someone's own ideas.		Sways the reader towards the writer's viewpoint.
Rhetorical Questions	Any question in a piece of writing which does not require an answer.		Engages the reader to read on as they feel that, by being addressed directly, the text is relevant to them.
Emotive Language	Words which elicit a powerful response.		Makes the topic of the text seem overly good or bad, depending on the purpose of the text.
Statistics	Numerical facts and data used to support a point.		Make the text seem authoritative, accurate and therefore believable.
Three (rule of)	Lists of three things in a sentence.		Makes the text catchy – it sticks in the reader's head.

ISPACED to help you vary sentence openers (Q5)

Try starting with:

I – and **ing** word such as 'Screaming,...'

S – a **simile** such as 'Like a thunderstorm I...'

P – a **preposition** such as 'Behind..'

A – and **adverb** (ly word) such as 'Savagely...'

C – a **connective** such as 'Meanwhile...'

E – an **ed** word such as 'Panicked I...'

D – **dialogue** such as "'Shut up!" I screamed.'

SPAG focus vary your punctuation

Colon

Use a colon to introduce a list and before a final clause that explains something in the sentence.

Semicolon

Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction.

Apostrophe

Use an apostrophe in contractions and to indicate possession.

Parentheses

Use parentheses around extra non-essential information that is too important to omit.