



MODULE 7 ANSWERS

Transactional Writing

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LESSON 1

Crafting Your Writing

Quiz

1. a
2. c
3. a
4. c
5. True
6. c
7. a and b
8. True
9. a
10. True

PRACTISE

1. The first plan alternates between views and has more specific detail included. This makes it easier to follow when writing the response.

2.
 - a. 'Schools should offer more trips abroad so that pupils can experience the world.'
Write an article for a broadsheet newspaper arguing for or against this statement.

Paragraph 1	Overview	
Paragraph 2	FOR	Importance of school trips, developing skills
Paragraph 3	FOR	Students should have these opportunities in school as they might have less leisure time as adults
Paragraph 4	AGAINST	Can be expensive, some families might not be able to afford to pay
Paragraph 5	FOR	Importance of experiencing new cultures

- b. Write a speech for Year 9, persuading students to take part in an upcoming school trip to France.

Paragraph 1	Welcome and introduction
Paragraph 2	How wonderful France is as a culture
Paragraph 3	Things that will be done on the trip
Paragraph 4	Costs and what's included
Paragraph 5	Importance of expanding your views and experiences with travel

3.
 - a. Firstly
 - b. Secondly
 - c. However
 - d. Nevertheless

APPLY

1a.

- In a recent survey 78% of people said that who they went on holiday with was more important than where they went.
- Spending time with your friends is one of the best ways to relax.
- 8/10 people said they would rather have a staycation with their friends than go abroad alone.
- 81% of people ranked company above location as an essential ingredient for a good holiday.

1b.

- The Forest of Dean is ranked among the top five most beautiful places in the UK.
- 92% of people who visit the Forest of Dean say they would definitely like to return.
- The Forest of Dean has more attractions per square mile than the rest of the county of Gloucestershire.
- Some scenes from Harry Potter were filmed in the Forest of Dean.

1c.

- Statistics show that if you begin revision in Year 9, you are three times more likely to achieve the higher grades in your GCSE exams.
- It's a fact that effective revision works.
- I think you really need to start revision in Year 9 because it's too late by the time you get to Year 11.
- 90% of students who started attending revision sessions for maths and English in Year 9 achieved a grade 5 or above in both subjects.

1d.

- Last year I won “Employee of the Month” in my Saturday job.
- Last year 96% of people who took on work experience pupils from our school were pleased with the work that was completed,
- I have completed training on customer service and cash handling.
- You won't be disappointed if you give me a chance because I work very hard and I'm extremely reliable.

LESSON 2

Writing Articles

Quiz

1. a
2. a and b
3. a
4. True
5. c
6. True
7. b
8. a
9. c
10. True
11. a
12. True
13. b

PRACTISE

1. Read the opening to the articles below and highlight the following language devices:
 - a. rhetorical question
 - b. inclusive pronouns such as 'you', 'us', 'our', 'we'
 - c. listing
 - d. formal and informal language

Text A

Most of us living in this area are aware of the problems that have arisen in the play park in the last year or two. People regularly report damage and vandalism of the swings, slides and play area as well as the fires that have been started in the bins. We are aware there is a lack of areas for older children and teenagers to meet and 'hang out', and therefore they congregate in the play park and other areas of the park that aren't intended for them.

We want to change all of this and provide a useable play park for the area, as well as a space for our teenagers. However, we need you to help us achieve this. I'm sure you're fed up with the state of things as they are, but are you willing to offer financial support or time? Or can you offer something else useful to the cause?

Text B

I think it's fair to say that I love food. Indeed, to those of you who've followed my reviews over the years, it may seem ridiculous to even say it, so obvious a truth is it. Yet I've noticed recently, in my inbox, a growing number of outraged responses to the negative reviews I occasionally write – almost as if I should be grateful for any food I am served.

But, dear readers, this is what I do! I am paid to be honest: the fact that I love food does not mean that I love restaurants. Usually, I'm fortunate enough to eat a decent meal with decent service for a decent price, information which I share with you gladly. Occasionally, however, I visit a restaurant that charges an arm and a leg for food that you'd amputate your own arm and leg to avoid eating. And I write about it, truthfully, so that you don't

have to waste your hard-earned money on trying it yourself. You're welcome.

2.

Text A

Help us to make our children's park safe.

Text B

Honest reviews about food? That's my job!

3.

Technique	Hyperbole
Description	When a writer exaggerates something
Restaurant Example	'Occasionally, however, I visit a restaurant that charges an arm and a leg for food that you'd amputate your own arm and leg to avoid eating.'
Sporting Example	He's missed a million goals this season!

Technique	Rhetorical question
Description	A question that doesn't require an answer
Restaurant Example	"Duck, raspberry, peanut, noodles," anyone?'
Sporting Example	Has she ever given less than her all in a final?

Technique	Repetition
Description	When a word or phrase is repeated to emphasise the point
Restaurant Example	'Everyone looked comfortable. But when I looked at their faces...'
Sporting Example	He's going to make the try! The try is his for the taking! Try!

Technique	Anecdote
Description	A short account of an incident
Restaurant Example	'The next day, after a late night at work, I stopped off for a kebab down the road from my house, where the tables are plastic and there's fly-paper behind the counter, and by golly, did I enjoy it.'
Sporting Example	I did a training run with her once. Her warm up was equivalent to my full-on sprint. Needless to say, my muscles were a bit sore the following day.

Technique	Formal and informal language
Description	A mixture of language that is professional and language that is friendlier but not slang.
Restaurant Example	'I ate my meal – it was steak, once I'd scraped off the honey-and-olive sauce it came smothered in.'
Sporting Example	He runs down the home straight. Go, Mo, go! And the gold medal will be his once more.

Technique	Inclusive pronouns
Description	Words that speak directly to the reader and include the writer or speaker: 'us', 'our', 'we', etc.
Restaurant Example	'We are aware there is a lack of areas for older children and teenagers to meet and 'hang out'.'
Sporting Example	If she is going to achieve this in the swimming pool, it is up to us to cheer her on as loudly as we can.

APPLY

An example answer has been offered for each question as a useful place to cross-reference for techniques and structure.

1. 'It's not the location but the people that make a good holiday.'

Write an article for a broadsheet newspaper in which you argue for or against this statement.

Location, Location, Location?

What are your essential ingredients for a good holiday? Sun? Sea? Sand? Delicious food? I agree these things can make a holiday pretty special. But do you know what you need to add to these things to make a holiday really special? The people you love. Sun, sea, sand and delicious drinks are all great, but if you don't have anyone to share them with, they can lose a bit of their appeal. In a recent survey, 81% of people ranked who they were with above location as an essential ingredient for a good holiday.

Your family might drive you crazy. I know mine do. But I couldn't be without them and nor would I want to be. When I think back to the holidays I have shared with them, it isn't the location that forms the special part of that memory. It's the sitting around a table, sharing laughs and stories and food. That table could be in Bognor or Barbados, the impact is the same. Sharing time away with family is precious and that, more often than not, is what makes a holiday special. I'm not saying location isn't important or that I'd rather spend my Easter holiday in Bognor than Barbados; what I am saying is that, for me, the most important factor is spending quality, relaxed time with the people I love most in the world.

Another set of people who make a holiday special are your friends. Again, here I would argue that the friends you go on holiday with are more important than where you go. I have two personal experiences to support this. Every summer I am lucky enough to have a mini-holiday. Three years ago, I went to Rome on my own. Rome is a wonderful place filled with history, architecture, pasta, and ice cream which is out of this world. It should have been a dream holiday. But it wasn't. It rained relentlessly, I slipped on a cobbled street and twisted my ankle, and my hotel was awful. Of course, these are coincidences, and I'm sure if I returned to Rome, I would have a fabulous time. But three years ago, I

most certainly did not. In complete contrast, last summer I rented a small cottage in West Wales with three of my closest friends. We walked along the beach, had long, leisurely lunches and spent the evenings playing cards and chatting. It was so simple, but was honestly one of the best holidays I have ever had. And that was down to the people I went with.

Travel is a wonderful thing and there are some incredible places on this earth we can visit. But the people we visit these places with are the most important ingredient to create wonderful memories.

2. Write an article for your local newspaper persuading people to spend time in your area over the summer months.

The Magical Forest of Dean

Do you like breathtaking natural beauty? Scenic walks with your dog? Views so incredible you just have to stop for a few moments to take it all in? Then the Forest of Dean is the place for you. If you're looking for somewhere to spend your summer, why not fill your lungs with the freshest air, get your walking boots nice and dirty with forest mud, and treat your eyes to some of the best views in the UK?

You might be wondering what's so special about this place. Well, it truly is one of the most magical places in the UK. There is a perfect choice of walk for every kind of walker. If you only fancy a short stroll you can walk around the delightful Cannop Ponds in about 20 minutes, then have a picnic or BBQ in the designated scenic spot afterwards. For the more adventurous, just up the road is the Sculpture Trail. Here there are a range of walks from thirty minutes to five hours. All trails start with the most incredible view over the Forest. Every trail has a series of fascinating sculptures on the way for you to have a look at. When you are finished, you can have a refreshing, cool drink at Beechenhurst Lodge.

Although walking is one of the best things to do in the Forest of Dean, there are plenty of other attractions too. In the Forest of Dean Adventure, you can crawl, leap and wobble your way around a low-level assault course. There's Go Ape, full of obstacles to enjoy. There's Dean Heritage Centre, where you can discover the history of the Forest and explore the Gruffalo woodland, and Dean Forest Railway, which takes you on an 8.5-mile trip on a beautiful old stream train. There's even Briery Hill Llamas where you can enjoy llama experience days! You'll find something for everyone.

After all of the activities, you'll probably be hungry. Luckily there is no shortage of amazing places to eat in the Forest of Dean. If you fancy a real treat, there is the Michelin-starred Walnut Tree, or the King's Head Hotel, which boasts dishes made from local market produce. There's a range of great pub food too, such as the Saracen's Head Inn, a 16th-Century riverside inn with great food and views, or The Anchor Inn, a 12th-Century pub which serves home cooked food and a range of real ales. Even if you just want a quick pit stop for a cup of tea and a delicious cake, you'll be spoilt for choice with the range of cafes and tea rooms.

What's not to love? Fresh air, beautiful scenery, a huge variety of incredible attractions and more places to eat than you could shake a stick at, the Forest of Dean is a great destination to spend your summer days.

3. 'Schools should offer more trips abroad so that pupils can experience the world.'
Write an article for a broadsheet newspaper arguing for or against this statement.

Education: Not Just for The Classroom

Education can happen anywhere. School trips abroad offer students a wealth of experiences which cannot be taught within the confines of the classroom walls. Our children need a well-rounded education today more than ever before, and trips abroad can play a significant role in this.

We all know that schools are feeling the strain with budget cuts. Some schools are struggling to pay for necessities such as toilet paper and glue sticks. So, why am I advocating expensive school trips when schools are struggling financially? Because fundraising for such trips can be an important part of education, too. Imagine the skills student would develop if they each had to raise £100 or so to fund their own trip to France? They could harness their social-media skills for something positive, work with other pupils to fundraise, learn about the value of money, and so on. There are a multitude of educational advantages when pupils have to raise funds for themselves.

A trip abroad doesn't have to be an expensive safari in Kenya. With some advanced research and savvy booking, a seat on the Eurostar to Paris doesn't have to cost the earth. And, as long as the teachers can cope with it, there are numerous inexpensive hostels students can stay in for a few nights. Modern foreign languages are on the decline, but can you imagine how proud a student would be if they managed to order themselves

a sandwich in a French café? Or actually asked someone for directions which they then have to follow through the glorious streets of Paris? Or if they bought themselves a ticket at a Metro station? Language is a real, living thing. There is a world of difference between rote learning directions from an out of date audio tape in a classroom in the UK and asking directions to a famous Paris bakery to be rewarded with the most delicious croissant when you get there.

Trips abroad are not only advantageous for language learners. If we remain with my Paris example, just think about what the students would be exposed to: the culture, the architecture, the food, the sights, the art, the history, the style – the list is endless! Education has become too narrow in recent years. A school trip of just three days can open students' eyes to a whole new world outside of the classroom. Currently only 26% of schools offer trips abroad to their students. This needs to change.

Yes, organising school trips is hard work and can be expensive. Teachers are already overworked and I'm sure that the paperwork alone would be a daunting task. But when you consider the benefits for students who have the opportunity to see some of this incredible world before they even leave school, you just might change their lives for the better.

4. Write an article for your school newspaper persuading students to take part in an upcoming school trip.

Hi readers! This article is all about the upcoming trip to Birmingham that's taking place in May. Are you as excited about it as I am? Birmingham is a great city and the trip is going to take us to both the Sea Life Centre and the Thinktank, so we'll be learning loads about science and having a great day out with our friends!

For those of you who are wondering what the Sea Life Centre is all about - have no fear. I have done some research for you and I can reveal we are in for a real treat! They have so many species of sea creatures there, you are guaranteed to find one you love. They've even got sharks! They have an octopus too, and her name is Bev. Not only this, as part of the trip, the school has organised for us to view feeding time with the penguins. Who doesn't love penguins? The best thing about this is that we have a slot exclusively for our school, so there won't be any pushing and shoving, we'll all have great views. Finally, there is a 4D cinema there and it has a new film, so that'll be a brilliant addition to the

morning as well. I've got a friend who lives in Birmingham. He went there last summer and said it was the best experience ever!

In the afternoon we'll be walking over to the Thinktank museum. Don't worry, it isn't far. There are so many things to do and see there. There's a Spitfire exhibition and loads of different science collections. Apparently, one of the highlights is the Planetarium where you can sit back and learn all about space. If you are interested in future innovation, there is a section on that too. I'm also told there is a science garden where you can try out various exhibits. Hopefully it'll be a nice day, so we can hang out with our friends in the garden and eat the packed lunch that the school is providing.

All of the science teachers are coming on the trip too, so if we have any science questions on the day, they'll be sure to help. We'll be heading off straight after registration, so we can leave the school and smile smugly at the other year groups who are off to a double maths lesson! We're due back at 7.30, so you'll have to arrange to be picked up. It's going to be a brilliant day where we'll learn all sort of exciting things and get a day outside of school to hang out with our mates! What are you waiting for? Get your £25 deposit to reception now! If you think you might not be able to pay, go and have a chat to Miss Jenkins, because she might be able to sort something out for you.

See you after registration!

LESSON 3

Writing Formal Letters

Quiz

1. True
2. c
3. a
4. True
5. c
6. b
7. c
8. b
9. a
10. b

PRACTISE

1. For each of the tasks below, decide whether the tone should be formal or informal. Remember to use the audience as your guide. Circle your answer.

- a. Formal
- b. Informal
- c. Formal
- d. Informal
- e. Formal
- f. Formal
- g. Informal
- h. Informal
- i. Formal
- j. Informal

2. Look at the responses below and highlight the **topic sentences**.

School trips are an excellent way to encourage a wider knowledge of the world. On a recent school trip to Paris, I was lucky enough to see the Eiffel Tower, the Arc de Triomphe and the Moulin Rouge, sights I would never have seen had my French teacher not organised the school trip.

Firstly, getting a Saturday job as a 16-year old is not that easy. Many 16-year olds would enjoy the opportunity to work, earn a bit of extra cash and stop having to ask mum and dad every time we need money for the cinema, but no one wants to employ us.

Dear Sir or Madam,

I am writing to you today to complain about the awful service I received at your restaurant on Thursday.

To start with, we were left standing for 15 minutes in the cold doorway while waiting for a table. I know your restaurant is popular and we expected to wait, but had the staff warned us about the length of the wait, we might have gone somewhere else.

3. Look at the tasks below and decide if they would be Yours faithfully or Yours sincerely.
- a. Yours sincerely
 - b. Yours sincerely
 - c. Yours faithfully
 - d. Yours faithfully
 - e. Yours sincerely
 - f. Yours faithfully
 - g. Yours sincerely
 - h. Yours sincerely
 - i. Yours faithfully
 - j. Yours faithfully

APPLY

We have provided model answers for each question. Remember, your own letter may vary dramatically from this. Try to cross-reference for style and language techniques.

1. 'The fact that young children don't play out anymore is down to the councils not making enough safe play spaces.'

Write a letter to your local MP advising them on what they could do to improve local play areas for young children.

4 Royce Avenue
Grangetown
Birmingham
B43 2RT

Suite 343
Town Hall Offices
Grangetown
Birmingham
B40 3RT

27th September 2018

Dear Mrs Clarke,

I'm writing to suggest some ways in which the council could improve local play provision for young children. There simply are not enough safe areas for children to play in anymore. Children need to be outside to learn and grow, but parents are struggling to let them outside due to fears for their safety and a lack of viable options. I'm sure you will agree that keeping our children indoors on their phones or games consoles is unhealthy, so here are some suggestions for what the council can do to prevent this.

Firstly, the local leisure centre needs renovation. When I was a child, this was the centre of our universe! We spent days playing simple games like hide-and-seek in the grounds, we went swimming, we played tennis, and we attended the summer game scheme. My own children, however, are afraid of going there. The once beautiful grounds are now

full of litter; one of my friends was walking her dog there the other day and she found a used needle on the floor! There are also cars speeding around the car park and groups of teenagers hanging about and getting drunk. And the summer games scheme no longer exists. Cleaning up this area and investing in such schemes again will give our children a safer outdoor space, and the chance to play as all young children should.

The local park is another cause for concern. The playground rides are tired and, quite frankly, dangerous. One of the rides has an exposed coil which could really hurt a young child. The bins are always overflowing and there is a huge amount of dog-fouling that happens there. We all know that this is not only disgusting but can give unsuspecting young children terrible diseases. Some simple measures could turn the space back into a lovely outdoor space for young children to play in. A few of the rides could be replaced, the older ones could have a lick of paint, there could be an inexpensive fence put up and the bins could be emptied regularly. If these things were put in place, along with the threat of fines for people who let their dogs foul, the former glory of the playground could be restored.

The green space in the park suffers from the same issues as the grounds in the leisure centre, but with regular bin emptying and perhaps some local officers patrolling the area, a huge difference could be made. Wouldn't it be better to see the park field full of young, happy children playing chase than overflowing bins, groups of smoking teenagers and dog muck?

These measures are simple and relatively inexpensive, but the difference they would make to the local community and the health of our children is huge. I urge you to consider my suggestions and take action.

Yours sincerely,

Mr Kaur

2. Your headteacher has announced the school will have a new student council. Write a letter to your headteacher persuading him/her to include you in the new school council.

4 Rolls Avenue
Arch Way
Manchester
M34 5TR

St John's School
Selby Manchester
M30 2ER

30th March 2019

Dear Mrs Francis,

I have recently heard that you are creating a new student council for the school. I am writing in anticipation that you might consider me for a role within the council.

Firstly, since Year 7 I have worked consistently hard in all of my subjects. I might not be the pupil who ends up with the best grades at the end of year 11, but that doesn't mean I haven't tried very hard, and I will deserve the good grades I hope to receive. I feel that the student council should include a range of different types of students, not just the academic elite. As the school motto says, "Perseverance is key." For some students, achieving a grade 5 in maths takes more perseverance than others who achieve a grade 9 without much effort.

The student council needs people who can represent the student voice and I believe I am a good candidate for this very reason. I have already held various roles as my form representative on charity days and on school trips. In order to do this, I have had to be very organised and communicate effectively with every member of my form. I'm sure you will agree that these are very valuable skills for the student council members.

Finally, I have many ideas which I feel would form valuable contributions to the school council. As a school, I feel we need to be more considerate of the environment, do more for charity and work harder to promote equality. These are huge issues we must face together, but it all starts with a discussion and putting ideas forward. If we work together, we can make massive improvements and get the press involved, raising the profile of the

school within the community. I know that this is something you feel passionate about, and I share that vision with you.

I do hope you will consider me for one of the roles within the student council. Thank you for taking the time to read my letter.

Yours sincerely,

Miss L Juma

3. Write a letter to a potential employer persuading them to let you complete work experience with their company.

St John's School
Selby
Manchester
M30 2ER

Waterstones
5 High Street
Manchester
M3 1QS

17th February 2018

Dear Sir / Madam,

My name is Miriam Yassell and I am a year 10 pupil at St John's School. In April this year, I am due to complete two weeks of work experience and I am writing to you to ask if you would consider allowing me to work within your company.

I am writing to you largely because of my love of books. Although I'm not quite sure what I would like to do when I leave school, I know that the written word will definitely be involved in my future career. I spend most of my spare money on books and coming to your shop on a Saturday morning to choose a new book is one of my favourite things to do. My favourite subject in school is English and I can't wait to go on to study A-level

literature.

I am a hardworking, positive and reliable individual so I think I can be helpful to you in the two-week work experience period. I have a Saturday job in Tesco, so I am fully trained in customer service and cash-handling. I love dealing with customers and I always do my best to make sure they have a positive experience when they are in the shop. I've also taken extra shifts in the holidays to stack shelves, so this is another skill I would be able to bring to your store.

I would love to spend my two weeks in your store, and I am happy to do whatever is required, be it sorting out storage cupboards, cleaning, or serving customers. I know that all of these things are equally important when running a business, so I would be happy to contribute in any way you feel would be necessary.

If you would be kind enough to consider providing me with a work experience placement in return you would get a reliable extra member of staff for two weeks. My contact details are:

myyassell@yahoo.co.uk

07345 454 445

Thank you for taking the time to read my letter. I look forward to hearing from you.

Yours faithfully,

Miss M Yassell

4. Write a letter to Year 7 parents telling them about an upcoming school event or trip, and why they should let their child take part.

4 Rolls Avenue
Arch Way
Manchester
M34 5TR

Apartment 4
Jubilee Avenue
Manchester
M34 5TR

15th April 2019

Dear Mrs Daniels,

We are writing to all parents and guardians of our year 7 pupils to inform you of an upcoming trip to Birmingham. The trip will take place on the 13th May. The pupils will leave after morning registration and will return to the school grounds at 7.30pm, when they will need to be collected. The cost of the trip is £25 per pupil and it includes transport and entry fees. A packed lunch and dinner will be provided, but your children may wish to bring some money should they wish to buy anything for themselves during the day.

In the morning we will be visiting the National Sea Life Centre. Here, your child will meet a range of aquatic creatures such as penguins, sharks and even Bev the Octopus. There will be a variety of talks about conservation and we have a group booking for an exciting feeding experience scheduled as part of our visit. There is also a 4D cinema, where we will be watching a new film. If you would like to find out more about the centre, here is a link to their latest newsletter:

<https://www.visitsealife.com/birmingham/newsletter/>

The afternoon will include a visit to the Thinktank museum. This award-winning museum has a Spitfire Gallery, collections on science and industry and natural sciences, a fabulous Planetarium and a science garden. There is also a Find the Future area where our pupils can explore the outer reaches of space and get to grips with innovative inventions! Students will have plenty of time to explore the wide range of fascinating and educational exhibitions.

As I am sure you are aware, school trips are an essential part of the learning journey. This trip will allow pupils to explore the sciences in new and exciting ways that can't be done within the confines of a classroom. All members of the science department will be taking part in the trip so will be there to guide and support your children in their learning experience. Such trips form an important part of a student's school memory, as they can have fun with their friends and learn in a new and exciting environment.

I do hope that your child will be able to take part in this exciting trip. If you have any questions please feel free to contact Mr Challenger, School PA on r.challenger@stjohn.sch.org or on 01234 565 792.

Yours sincerely,

Mrs R Thomas

Head of Year 7

LESSON 4

Writing Speeches

Quiz

1. a
2. True
3. b
4. c
5. a
6. True
7. b
8. a
9. b
10. c

PRACTISE

1.

- a. **Audience:** Year 9, **Purpose:** To advise
- b. **Audience:** Local community, **Purpose:** To advise
- c. **Audience:** Teachers, **Purpose:** To persuade
- d. **Audience:** Your year group, **Purpose:** To advise

2.

- a. Informal
- b. Formal
- c. Formal
- d. Informal

3. Which opening speaks directly to the audience straight away and engages them with the topic of the speech?

.....
Student B provides the opening, which speaks directly to the audience and engages them.
.....

4.

.....
Hello everyone. Thank you very much for taking the time to be here today, I really appreciate it. As you know, I'm here to talk about the poor facilities at our local park. If we come together and share our ideas, we can make it a better place for our children.
.....

APPLY

We've provided exemplar answers for two of the questions in this section.

Write a speech for your year 9 group advising them on the importance of studying in advance for exams.

Hello, Year 9. It's really nice to see everyone here today and I must say you are all looking very smart in our new school uniform! I'm here today to talk to you about the importance of studying in advance of your exams. Don't all groan, I'm really here to help. I crammed the night before my exams, and it was a terrible experience. I don't want you to go through the same horrible experience that I did, so please, just hear me out.

Year 9 is such an important year. Yeah, I know all the teachers seem to focus on the year 11s because they are in their GCSE year, but the foundations of your GCSEs are laid in Year 9. By the time you get to Year 11, it's kind of too late, because you have so much to do. If you start preparing for exams in Year 9, by the time you get to Year 11, things will be much easier for you and you'll be glad you listened to me here today!

Everyone always goes on about how important GCSEs are. Your mum, your dad, your brothers and sisters, your teachers ... the list is endless. But, as much as I hate to admit it, they are right. The GCSEs are probably the most important exams you will take. Sure, you might go on to get more specialised qualifications if that's the path you choose, but the GCSEs are the general standard you have to hit before any other doors open for you. You might be thinking that you want to leave school the second you can, but even then, if you don't have a good set of GCSEs, your choices will be limited. My uncle lost his job a few years ago and since then has been applying for loads of different jobs. But he isn't getting anywhere because he doesn't have his English and maths qualifications. He has to go to an evening class to get them. While I've got a lot of respect for him going back to get them, you don't really want to be in that position when you are 40, do you?

Lots of people say they don't know how to study, but you just have to find a way that suits you. I make really colourful flashcards. I find it easier if I chunk the information down. My friend loves study guides, my other friend makes new notes from her class notes and uses loads of different websites to revise. The key is to explore what works for you and do it regularly.

Finally, and this is a promise, if you start to revise your subjects now in Year 9, you will be far less stressed during your GCSEs. You'll be more confident when you are given new material and you will feel a sense of pride, calm and even some smugness. That has to be better than being up all night before your exams stressed out because you don't know anything, doesn't it? And you'll stand a much better chance of passing. Statistics show that those who start to prepare for their GCSEs in Year 9 are 88% more likely to achieve the high grades in Year 11. Surely that's worth a few extra hours of revision a week? Thanks for your time and attention, Year 9, I wish you all the best of luck.

Write a speech for your year group advising them of the importance of creating an environmentally friendly school.

Hello, Year 11. Great to see you all here today, and thank you for coming to hear me speak about this important issue. We need to consider ways in which we can make our school a more environmentally friendly school. Yes, we may only have the power to implement small-scale changes, but these all add up and we must take our responsibility to our environment more seriously.

First of all, have you ever considered how much paper is wasted during lessons? Sure, it'd be great if we could use computers for everything, but we just aren't there yet. We get worksheets in most lessons. This school has over 1,500 pupils. If each of us is getting an average of two worksheets per lesson, five lessons per day, that is over 15,000 pieces of paper every single day! Of course, that isn't exact, but it's a pretty staggering statistic even if it's a few thousand out. I can't even do the maths for what that would be over the course of an academic year! What can we do to reduce this? We could take pictures on our phones of the task, share worksheets with our friends, copy instructions down into our books and so on. There are easy ways to reduce the amount of paper we are using, and the solutions are often very simple; they just take a little bit of thought and consideration. We also have recycling bins in every classroom, so just be aware of where you put your paper rubbish. It all helps.

Another way we can be a more environmentally friendly school is to be more considerate of our electricity usage. Put your hands up if you have ever left the light on when you are the last to leave the room? Yep. Me too. Now how many of you have left the computers on at the end of an IT lesson, just before you head to lunch? Most of us have. Can you

imagine how much electricity that wastes during the course of a day, let alone a school year? It takes very little effort for us to flick those switches off, but it can have a huge impact. Again, it simply comes down to awareness.

Finally, I'd like to suggest something that takes a little more effort but would be hugely rewarding. We have an area at the back of our canteen which is just wasted. I would like to start up a gardening club, so we can use that space to grow our own vegetables! Before you start to laugh, let me tell you that gardening has a huge range of benefits and would help up to cut down on deliveries which, in turn, would help us in our goal to become a more environmentally friendly school. How great would it be if we could eat some of the vegetables we've grown for ourselves for lunch? I've already cleared this with the Headteacher and the canteen staff, so if you're interested, please come and see me at the end of this assembly.

Thanks for your time and attention, Year 11. With a collective effort, we can take great steps forward in making this school more environmentally friendly and play our part in protecting our future.