

Viewpoint Writing Forms

GCSE English · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

Decode a task: 'Write a letter to your local newspaper arguing for or against banning cars from town centres.'

Step 1 · Form

Letter (to the editor of a newspaper).

Step 2 · Audience

The editor and the paper's readers: local adults.

Step 3 · Purpose

Argue a view.

Step 4 · Register

Formal but can be personal and passionate. Open 'Dear Editor' or 'Dear Sir or Madam'; close 'Yours faithfully'.

Answer: A formal argumentative letter to local adult readers.

Check: All four elements identified before planning.

2. Now try one with the steps

Plan five paragraphs for the car-ban prompt (for).

Step 1 · 1. Hook and stance

Step 2 · 2. Health and safety

Step 3 · 3. Counter-argument and rebuttal

Step 4 · 4. Community

Step 5 · 5. Call to action

Answer:

3. Practice

Show your working. The marks tell you how much is expected.

1. Name the five common forms for GCSE viewpoint writing.

[1]

2. Which sign-off goes with 'Dear Sir or Madam'? [1]
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3. Which sign-off goes with 'Dear Councillor Patel'? [1]
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-
4. Name two features that show a text is an article. [2]
-
-
5. Name two features of a speech. [2]
-
-
6. What four things should you underline in a writing task? [2]
-
-
7. Should you draw boxes and pictures for a leaflet task? Explain. [2]
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8. How does register differ between a letter to a council and an article for a teenage magazine? [2]
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9. Write the first sentence of a letter to your headteacher arguing for a longer lunch break. [2]
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10. What is the difference between writing to argue and writing to advise? [2]
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-
11. Why is it often better to place the counter-argument in the middle rather than at the end? [2]
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12. Rewrite this essay sentence line from a speech: 'Pedestrianisation would improve air quality in the town centre.' [2]
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13. Write a headline and strapline for an article against banning cars from town centres. [2]

14. Explain why a balanced essay opening can be more persuasive than an aggressive one. [2]

4. Before you hand it in

Writing the same text whatever the form.

Change the opening, mode of address and ending to suit the form.

Mixing 'Dear Sir' with 'Yours sincerely'.

Named reader: sincerely. Unnamed reader: faithfully.

Spending time drawing a leaflet layout.

Use a title and subheadings only.

Ignoring the audience ('Yo, councillor!').

Decide formality from the audience before you write a word.