

English

Key Concept Chart Form 3



Composition (essay) writing

Descriptive essay

 In this type of essay, you describe a person, a place, a situation or event, or even feelings. The instruction in the question will tell you what type of essay you must write, e.g.

'Describe the worst day of your life', **OR** the title will lend

itself to a description, e.g. 'Caught in the act!'

 Focus on important and interesting details and be creative, in order to capture the imagination of your reader.

• Be vivid and dramatic, e.g.

'In this desert, there is very little rain. A lonely wind tells of its sorrow as it walks along the hills of rock and plains of sand.'

This is a very clever description, which personifies the wind.

- Appeal to the reader's five senses, e.g. smell, taste, touch, sound and sight. Imagine what you are describing. Does the picture you see in your head make you feel happy, angry or disgusted? Let this come out in your tone.
- Your words should 'colour' your description. Use similes and metaphors to create a picture in your reader's mind, e.g.

'My grandmother sings like an angel', instead of the unimaginative: 'My grandmother can sing.'

Argumentative essay

- In this type of essay, you have to convince the reader of a particular point of view, so you should present your views passionately and persuasively.
- The instruction in the question will tell you what type of essay you must write, e.g.

'Television is eroding family values. Do you agree?'

OR

'Discuss this statement: Men should be paid bigger salaries than women.'

- Your structure should revolve around the development of an **argument** which is intended to convince the reader to agree with you.
- The main idea is to agree or disagree with the topic, with good and **logical reasons** to support your stance, **OR** you can brainstorm ideas to support the given view, then also give ideas to disagree with the same point of view.
- This kind of writing relies on clever presentation and/or manipulation of facts, statistics and ideas. The reader will not be convinced if you cannot substantiate (or support) your reasoning.

Narrative essay

- In this type of essay, you tell a story, or narrate (give an account of) how something happened.
- Focus on an interesting storyline. Mapping (where you plan and break down parts of your story into key elements, e.g. character) and brainstorming (where you 'storm' your brain for ideas) will help you to achieve logical sequencing of the events.
- The instruction in the question will tell you what type of essay you must write, e.g.

'Write a story beginning with the words...', **OR** the title you are given will imply that there is a story to be told, e.g. 'A prophetic dream'

• Create a strong beginning, full of **suspense** and **mystery**. Think of your favourite movies and how they begin: you can tell immediately if you will be thrilled with the story or not. The following are two examples of a good opening for a narrative essay with the title: 'A *prophetic dream*':

Example 1: 'Welcome to your funeral', the mysterious voice said from the shadows. 'What?' Bonang gasped, edging back from the dark, gaping rectangular hole at her feet...' Example 2:'I woke up suddenly in the thick, black night. Was I dreaming or not?'

- Create a setting (the place where the story occurs); a clear plot (the sequence of events); interesting characters
 around whom the action revolves; a problem or conflict; and a resolution of the problem at the end.
- Use the past tense, as well as 1^{st} and 3^{rd} person (*I*, *he*, *she*, *them*) narration.

There are two main types of letter:

- The informal or friendly letter which you write to friends, relatives and acquaintances. The language and tone of this letter are therefore friendly, playful or conversational.
- The formal or business letter which you write to the Editor of a newspaper, manager of a store, a politician, or the manager of a company, for business reasons. The language and tone of this letter are polite and businesslike.
- Both types of letters should follow a set format.



The formal (or business) letter

- In this letter, you are writing to someone who requires a formal letter in order to do something for you. Therefore, you have to write in such a way that your tone and presentation (the overall impression that you will give) will put the recipient in the right frame of mind to grant your request. Begin with your full address and the
- Use polite language and communicate your needs clearly.

 This letter should be set out as follows: 				date on the right-hand side	
			There should be		
			no punctuation on	*	
The title, name			the two addresses	Plot 498	300
and address of				Block 5	
the recipient				Gaboro	ne
should be set		The Managing Director		30 June	2011
against the left-		TJ Wholesalers		, ,	
0		Fairgrounds Office Park			
hand margin	J	P O Box 0047			The subject heading
	1	Gaborone			(highlighted and
Your					underlined), should
introduction		Dear Sir / Madam 🔶 Th	e formal salutation or greeting		follow immediately
should explain					
further why		Complaint about stale p	oroduce on your counters 🛛 🛶 🛶 🛶		after the salutation,
you are writing		·			to summarise the
this letter		Introduction			purpose of your letter
	J				
Notes which		Body			
		200			Say what you expect
expand on		Conclusion <			, , ,
the matter	J	Conclusion			from the recipient, and
		Yours faithfully / Yours truly / Yours sincerely			thank them in advance
End with		Fours faithfully / fours truly	// fours sincerely		for their help
		Joe Kgathi (Mr) ┥ 🛛 Sig	n your name, and then print it		
		9	so add your title Mr/Mrs/Miss/Ms)		
		(uit			

NOTE: Aside from the sender's address, you should write everything else flush against the left hand margin. Remember to use the block paragraph method, where you leave a line between each paragraph. Do not mix paragraphing methods, i.e. indent first, then block paragraph next.

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Literature (essay) writing

What a good literature essay shows

• Your Junior Secondary syllabus focuses on the study of these genres: **short story**, **drama**, **novel** and **poetry**. The mind map below summarises what aspects you need to know well in order to get good marks in an essay based on a particular genre.

Novel

Understanding that a novel includes the following features: **narrative** (or story), **point of view**, theme, conflict, setting, structure, etc

Short story Understanding of the plot, setting, theme and message. Also show understanding of how language is used to create mood and to paint pictures (through the use of similes, metaphors, personification, etc)

Poetry

Understanding of poetry concepts such as **structure** of poems, **rhyme**, **rhythm**, **stanza**, **imagery**, personification, theme, **alliteration** (e.g. *'big, black, bald bully'*), **assonance**, **onomatopoeia** (e.g. *'the leaves rustle'*) and the effect of poetic devices on the overall message (and impact) of a given poem

Here are five steps that will help you to tackle literature essays more effectively.

Step 1: Be clear what your task is

- Understand the topic before you begin to work on it, i.e. break the topic up into its important parts.
- Identify task words, e.g. explain (why?); describe (how?); discuss (talk about); or evaluate (give your own reasons for).
- Identify content words, i.e. the words that tell you what the topic is all about, e.g.

'Discuss (task word) the incident in *Things Fall* Apart where Okonkwo cuts off the head of the head messenger with a machete (content words) and explain (task word) how this incident completely changes Okonkwo's character (content words).'

Step 2: Choose the relevant facts from a set book

- Which details address your topic? Make notes as ideas pop into your head, and make sure the ideas are connected.
- Make sure all your ideas are relevant to the topic or question.

Step 3:Arrange your ideas in a logical sequence

 Make notes on which idea you will begin with. How will you link your ideas?

Drama Understanding of the

plot, characters, context

(and how it influences the story

and characters), conflict,

climax, etc

• Jot down the main ideas and arrange them in the order in which you will present them.

Step 4: Write your first draft

- Arrange your ideas into a first draft, and once again check that what you are writing is relevant to the topic.
- Make sure you are presenting your ideas in a logical sequence.

Step 5:Write your essay, and check your work before you hand it in

- Check spelling and grammar.
- Make sure each paragraph focuses on one main idea, and that paragraphs flow well from one to the next.
- Check that you are addressing the topic throughout, i.e. that your text is always relevant.

Lastly, if you want to quote what a character says in a set book (word for word), use inverted commas as you have been taught.

Six steps to writing a good essay in an examination

Start here

Choose your topic

- Choose a topic that interests you the most out of all the topics you have been given.
- Choose the topic on which you have lots of interesting things to write on, otherwise you will run out of ideas and begin to waffle.
- If you have been given guidelines on what to cover in the essay, follow the instructions. adding more details as necessary.

Brainstorm ideas

- Write down all the ideas that come into your head.
- Arrange your ideas using mind maps - these are very helpful as they help you to focus your thinking, as well as to select, sequence and/or link ideas logically.

Add the finishing touches

Check your spelling.

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- Read through your essay again.
- Check that you have followed the instructions.
- Check the order of your paragraphs does it make sense?
- Check your grammar and punctuation.



- Write down the sub-points, i.e. those that
- support or develop the main points.
- Arrange all your points in logical order.

A good essay

- is well structured and focused
- is arranged logically
- grabs the reader's attention
- uses colourful language which will appeal to the reader's imagination and senses
- lists references used as necessary
- Do not forget to paragraph your work. Paragraphs will make your essay easy to read. • Each paragraph should have a topic sentence (which introduces or sums up the information in the paragraph) and **developers** (which provide further details in the

Paragraphs: the secret to easy reading!





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