

# Format and structure

## Worksheet answers

Remember, you are not expected to give yourself a mark for these answers. The Aim to pass sections have been given suggested marks to simulate an exam question.

### Worksheet 1

#### Get started

1. Correct labelling of the newspaper (five features to label – 'banner' has been done as an example in the Worksheet).



#### Try this

1a. Picture

1b. Title

2.

STAFF WANTED – block capitals

*Must have experience* – italics

**Apply within** – bold

Ask for James – handwriting font

3a. The purpose of the text is to give information about the Adventure Park.

3b. The audience of the text is adults who are going to drive to the Adventure Park.

4a. To persuade people to buy the magazine

4b. The audience is anyone interested in football

#### Aim to pass (14 marks available)

1. In addition to a heading and at least two subheadings, responses should include one other feature, such as: bold, bullet points, block capitals, italics, a question, etc. Ideally, you will use at least two paragraphs in your writing.

## Worksheet 2

### Get started

1a. Formal

1b. Informal

1c. Formal

2. yeah / can't / hi / fab

### Try this

1. 'Maintain focus and stay calm' and 'There are wonderful views in the area'.

2a. Formal

2b. Formal

2c. Informal

2d. Formal

2e. Informal

3a. Welcome/enjoy/tour – accept any other relevant answer(s) as the sentence does not use informal language against which to compare.

3b. Hi/fab/you'll/

3c. I shall not be going out tonight because I have got to revise.

3d. I'll try to complete my homework but it's so hard!

4. I would like to apply for the role; Thank you for considering my application; I look forward to hearing from you.

5a. Formal

5b. Informal

5c. Informal

5d. Formal

5e. Informal

### Aim to pass (15 marks available)

1. In your report, you could:

- say what types of healthy eating options are offered, e.g. *the different types of healthy options available in the canteen* or *give specific examples of healthy eating options*
- explain why healthy eating is important, e.g. *to keep in good health* or *to avoid becoming overweight*
- recommend different healthy eating options, e.g. *suggest a variety of different foods suitable for all dietary requirements, such as vegetarian and vegan options.*

## Worksheet 3

### Get started

1. The subheadings are: 'Why we need you to take part', 'About the walk', and 'Where to get a sponsorship form'.

1b. Accept any valid reason, for example, the first paragraph gives some information and background about The Walkers' Club and the second paragraph is more about the sponsored walks.

2. Accept any correct definition explaining the difference between headings and subheadings.

### Try this

1a. Why we need you to take part

1b. About the walk

2. 'The event is very enjoyable' and 'The sponsored walk is suitable for all ages'

### Aim to pass (5 marks available)

1a. and 1b. Accept any relevant subheadings, such as: Too much wasted food / What do we waste? / Why do we throw away lots of food? / What we waste / Top 10 wasted food items

2. You should write a short paragraph about why we need to buy less, with correct use of capital letters, correct punctuation and relevant content.