

GR 11 WRITING

Please paste the following notes into your writing books and complete each assignment underneath its notes.

1. Diary entry

A diary entry is a daily record about events in your life. It is basically a reflection on the events that have occurred on a specific (that) day. The events, as well as your feelings about the event should be recorded.

Format:

Monday, 2 October 2020
(Day, date written out in full)

X X X

Dear Diary (can add a name if your diary acts as a person to you)

X X X

All the events are recorded here, as well as your feelings. In the exam you will be asked to do two diary entries. The task must be 100 words, so each diary entry will be 50 words. Remember to use emotive words. There must be two dates for the two different entries. Write your entries in the first person. Use simple and informal language.

X X X

Your name

Exercise 1: You have been absent from school for a few weeks due to Covid 19. Write two diary entries. One the day before you have to go to school again for the first time, second one after your first day back.

2. Post card

A postcard is a short message that someone sends when he/she is away travelling, usually on holiday.

Do not explain to the reader how much you wished that they were there with you. You can rather end your postcard with 'Wish you were here!'

Also remember, you have to put yourself in the situation as you write it. It should be there now. Do not write the postcard as if you are already back home.

Format:

Dear mom and Dad, (greeting) xxx Par. 1: Where are you? What have you been doing? Par. 2: write about your feelings about the place as well as a reason why you feel that way. Par. 3: write something about the weather and what you plan to do tomorrow. Love, xxx Your name (not surname)	Mr and Mrs Ross 12 Pienaar Road Graaff-Reinet 6280
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Exercise 2: you are travelling in another province with your best friend and his/her parents. write a postcard to your parents, telling them about how great your holiday is.

3. Instructions

Instructions tell someone how to do something successfully by describing a sequence of steps.

Format:

The title should show the goal of the instructions: How to unlock an iPhone 5 and call a new number.

Start each sentence with the verb, e.g. **touch** the slide arrow icon.

You can also start with: when you see your home screen, touch the phone icon.

Do not start each sentence with 'then you'.

It must be in simple and clear style.

Use the second person voice (you/your).

Use bullet form. Each step can be numbered to show the steps, e.g. 1. Or Step 1.

Exercise 3: Your cousin will be getting married soon. He/she asked you to look for a suitable venue for the wedding and has given you a set of instructions to follow when choosing the venue.

Write the instructions that you were given.

4. Directions

Directions provide clear information that tells a person to reach his/her destination.

Directions should be written:

- In short simple commands, e.g. turn left when you see...
- In point form
- Must be in chronological order (first..., second..., lastly...)
- Must use accurate language, directly across, diagonally across.
- In the exams, do not follow Graaff-Reinet's roads as a map. Make up your own town.
- Add at least two landmarks, e.g. museum or a shop, and your directions should include at least two turns.
- Also include distances, but not in each bullet e.g. after 200m, you will see a statue of horse. Turn left there.

Exercise 4: Your neighbour needs to visit a new clinic that has been built in your area. Write the directions that he/she will need to get to the clinic from his /her home

Complete all four exercises. Please be ready for task 4, based on these texts when you return to school.