

# Transactional Writing

## Purposes:

- Persuade
- Advise
- Inform
- Complain

## Audience:

- Adults
- Teenagers
- School children
- OAPs
- Parents
- University students

## Form (text types):

- Letter
- Article
- Speech
- Review
- Report
- Diary/journal
- Email
- Blog

## Example tasks:

### **Theme: nature**

1. Write a letter to your Headteacher informing them about the problem of litter in your school and what can be done to improve the situation. In your letter you could include:
  - The current state of littering on the school grounds
  - The effects littering can have on the environment
  - Possible ways to overcome the problem of littering
  
2. The local government meeting is focusing on litter in your area. Write a speech you will deliver at the meeting, which explores the current situation with litter in your area, and ways this can be overcome. In your speech, you could include:
  - The current situation with litter in your area
  - The effects litter can have on the environment
  - Possible ways to overcome the problem of littering

3. You are part of a team who wish to make your school more rich with nature. Write your proposals up as a report that you will put forward to the Headteacher. In your report, you could include:
  - What nature is currently on the school site
  - The benefits of increasing the level of nature
  - What you would like to include and how you would do it
4. Imagine you work for a large pet store company. Write an engaging article for a parenting magazine, exploring the benefits of having pets in the family.
5. 'Pets are a necessity in the upbringing of a family'. Write an article for your local magazine, arguing for OR against this statement.

**Theme: young people**

1. Imagine you are a student at a nearby university working with Year 11 students around the country. Write a lively speech, encouraging them to continue on into Higher Education. In your response, you could include:
  - What Higher Education is
  - Your experience of Higher Education
  - The benefits of completing Higher Education
2. 'Young people should be taught how to drive from 16, as part of compulsory education'. Write a speech in response to this statement, arguing for OR against.
3. The popularity and use of social media is increasing on a daily basis. Write a 'Beginner's Guide' to social media, aimed at young people who are new to the craze. In your response, you could include:
  - What social media is and the different types
  - The benefits and drawbacks of social media
  - Tips for use
4. 'Young people bring shame to our society'. Write a lively article, in response to this statement, which encourages people to change their views
5. Imagine you are a parent and are employed full time. Write a speech to be delivered to teenagers, detailing why the school years are the best years, and how they should make the most of them.

6. Write a letter to a celebrity, informing them how they are an inspiration to you. In your letter, you could include:
  - Reasons why they inspire you
  - How they have impacted your life
7. Imagine you are on holiday with your parents. Write a blog detailing your experience so far.

**Theme: education**

1. You are a GCSE student on an exchange trip abroad. Write a diary entry about your experience so far. In your diary entry, you could include:
  - What you have done so far
  - What you have liked and disliked
  - What you plan on doing next
2. You are a GCSE student and have just completed an exchange trip abroad. Write a review for an 'Exchange Trip' magazine, exploring what you liked/disliked about the trip and whether or not you would recommend to other students to partake.
3. You have been at secondary school for two years now. Write a 'Guide to Secondary School Life' for Year 6 pupils at your old Primary School, with aim to help them prepare for the transition.
4. Write a letter to the Prime Minister complaining about the ongoing changes to education and the continued pressures these changes have on young people.

**Theme: local area**

1. The local council meeting is focusing on road safety in their next meeting. Write a lively speech you will deliver at the meeting, which addresses the current issues of road safety in your local area and ways in which it can be improved.
2. Write an article for the local magazine, informing teenagers about the ways they can spend their time during weekends in your local city.
3. Imagine you are a parent, becoming increasingly concerned about the amount of building work going on in your local area. Write a letter to the local council, complaining about the building work and detailing the impact it is having on local residents.

4. A Saturday job opening has just come up at the local supermarket. Write your letter of application for this job. In your response, you might include:
  - Your understanding of the job role
  - Skills you could offer
  - Why they should employ you

**Theme: sports/well-being**

1. Write an engaging article for a teenage magazine, persuading young people to exercise more. In your article, you might include:
  - Why exercise is important
  - Different ways you can exercise
  - How to sustain exercise in your life
  
2. Write a guide for parents about the importance of healthy eating within the family. In your guide, you could include:
  - Why we should eat healthy
  - What healthy eating can include
  - Ways to implement this into the family
  
3. Consider how families can spend their time together during school holidays. Write a blog, informing new families in the local area, about the different things they can do as a family in the school holidays and why it is important to spend time as a family.
  
4. Imagine you are a Sixth Former at your school. Write a letter to your Headteacher about the need for a gym in your school. In your letter, you could include:
  - The current exercise facilities available and the drawbacks of these
  - What a gym consists of
  - Why a gym would be good for the school