

Year 7: "Writing to transform the world" knowledge organiser



Subject-specific terminology	DA FOREST	Layout of a formal letter																																																
<p>Alliteration: A sequence of repeated sounds.</p> <p>Analogy: A comparison between one thing and another, typically for the purpose of explanation or clarification.</p> <p>Anecdote: A short amusing or interesting story about a real incident or person.</p> <p>Statistics: A fact or piece of data obtained from a study.</p> <p>Imperatives: A verb that is a command.</p> <p>Direct address: Use of a proper noun to address the audience.</p> <p>Emotive language: Words or phrases that encourage the reader to feel a particular emotion.</p> <p>Hyperbole: Exaggeration to emphasise a point or idea.</p> <p>Metaphor: A figure of speech that describes an object or action in a way that is not literally true.</p> <p>Purpose: The reason the writer is writing.</p> <p>Rhetorical question: A question that does not require an answer.</p> <p>Rule of three: A series of three parallel words, phrases, or clauses.</p> <p>Personal Pronoun: A short word we use as a substitute for the proper name of a person e.g. he, she, it, them, they.</p>	<p>D – direct address</p> <p>A – alliteration/anecdote</p> <p>F – facts</p> <p>O – opinions</p> <p>R – rhetorical question/ repetition</p> <p>E – emotive language</p> <p>S – statistics</p> <p>T – Three (rule of)</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">14 Plowden Road Torquay Devon TQ6 1RS Tel 0742 06538</p> <p style="text-align: right;">22 December 2007</p> <p>The Secretary Hall School of Design 39 Beaumont Street London W4 4LJ</p> <p>Dear Sir or Madam</p> <p>I should be grateful if you would send me information about the regulations for admission to the Hall School of Design. Could you also tell me whether the school arranges accomodation for students?</p> <p>Yours Faithfully Allan P Allan Parker</p> </div>																																																
<p>Key themes:</p> <table border="0" style="width: 100%;"> <tr> <td>Injustice</td> <td>Dignity</td> </tr> <tr> <td>Human Rights</td> <td>Integrity</td> </tr> <tr> <td>Freedom</td> <td>Equality</td> </tr> </table>	Injustice	Dignity	Human Rights	Integrity	Freedom	Equality	<p style="text-align: center;">Salutations & adverbials</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">Formal Signoffs</p> <p>'Yours faithfully,' <small>if you don't know the recipient</small></p> <p>'Yours sincerely,' <small>if you do know the recipient</small></p> </td> <td style="width: 50%; padding: 5px;"> <p style="text-align: center;">Formal Greetings</p> <p>'Dear Sir/Madam,' <small>if you don't know the recipient</small></p> <p>'Dear Mr/Mrs/Miss (surname),' <small>if you do know the recipient</small></p> <p>'To whom it may concern,'</p> </td> </tr> </table> <p style="text-align: center;">Adverbials</p> <table border="0" style="width: 100%; border: 1px dashed red;"> <tr> <td>consequently...</td> <td>elsewhere...</td> </tr> <tr> <td>regardless...</td> <td>eagerly...</td> </tr> <tr> <td>however...</td> <td>repeatedly...</td> </tr> <tr> <td>furthermore...</td> <td>previously...</td> </tr> <tr> <td>additionally...</td> <td></td> </tr> </table>		<p style="text-align: center;">Formal Signoffs</p> <p>'Yours faithfully,' <small>if you don't know the recipient</small></p> <p>'Yours sincerely,' <small>if you do know the recipient</small></p>	<p style="text-align: center;">Formal Greetings</p> <p>'Dear Sir/Madam,' <small>if you don't know the recipient</small></p> <p>'Dear Mr/Mrs/Miss (surname),' <small>if you do know the recipient</small></p> <p>'To whom it may concern,'</p>	consequently...	elsewhere...	regardless...	eagerly...	however...	repeatedly...	furthermore...	previously...	additionally...		<p style="text-align: center;">Useful vocabulary</p> <table border="0" style="width: 100%;"> <tr> <td>advise</td> <td>hope</td> </tr> <tr> <td>agree</td> <td>inform</td> </tr> <tr> <td>answer</td> <td>invite</td> </tr> <tr> <td>appreciate</td> <td>mention</td> </tr> <tr> <td>await</td> <td>notify</td> </tr> <tr> <td>believe</td> <td>offer</td> </tr> <tr> <td>compliment</td> <td>opinion</td> </tr> <tr> <td>delighted</td> <td>persuade</td> </tr> <tr> <td>disappointed</td> <td>recommend</td> </tr> <tr> <td>discuss</td> <td>regret</td> </tr> <tr> <td>experience</td> <td>reply</td> </tr> <tr> <td>explain</td> <td>respond</td> </tr> <tr> <td>express</td> <td>suggest</td> </tr> <tr> <td>grateful</td> <td>trust</td> </tr> </table>		advise	hope	agree	inform	answer	invite	appreciate	mention	await	notify	believe	offer	compliment	opinion	delighted	persuade	disappointed	recommend	discuss	regret	experience	reply	explain	respond	express	suggest	grateful	trust
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