

# ENTRY LEVEL CERTIFICATE

# **ENGLISH**

## **R392**

# WRITING SKILLS WORKSHEETS

APRIL 2013

# **BRINGING ENGLISH TO LIFE**



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## FULL STOP

Allow me to introduce myself  I'm a full stop  You won't get past me in a hurry  You see, I'm the very end of things  After me, there's nothing except a new start  It's sad they can't afford me in colour  Instead they make do with just a dot. Like that. But try to remember when you use a full stop that it's really me you're writing on the page 

Now put me in this lot 

Be careful with the wasps they're mean little beasts when you swipe at them they don't take the hint more likely they'll land on you and find a place to sting you they don't like being hit though they don't like the wind either if one comes up near you try blowing very hard you can also wait for it to land and squash it with your knife

Don't forget me! Remember the FULL STOP and **use me.**





## QUESTION MARK

**? ? Well,** sometimes you can't be sure. Why should you ? It's hard to be always making decisions, and what if no one else is there to help you ? And another thing, this world is full of problems. What do you do about terrorism ? And poverty ? And hurricanes and landslides ?

These are all big moral questions that have to be solved by someone. But then it all comes home to you, like where did I put my socks ? When is Mum's birthday ? Why don't my mates like me ?

Grownups always ask questions; What is the capital of Poland ? Did you do your homework ? What did you do at school today ? The answer to all of them is 'Dunno'. Sometimes I forget to ask questions I should, like, 'I'm lost. Do you know the way to the toilets ? Or something equally daft.

The world is full of questions, most of which have no proper answer. And I'm expected to remember to put question marks in too.



## COMMA

# Comma, Comma, Comma, Comma

‘ ’ ’ ’ ’ ’ ’ ’ ’

Gimme space, I'm a comma!

### The Comma Box

I need space, I need burgers, my CD's, and my jeans with the holes in.  
My dream holiday is in Ibiza, BECAUSE there aren't any teachers or parents to push me around.  
Please, Mrs Able, gimme a packet of crisps.  
"Now then, young John, don't you hang about here," he says with a sneer in his voice.  
He wears jeans with designer labels, but his brother's are all patched at the knee.

Heywhat youdo ingno commasno fullstop s no  
nothing every thin g's bumpingto getherhelp  
Ineedsome commasor something!!!!

I need to be all spaced out!



## APOSTROPHE

**Look at me! I am an apostrophe**

**It's a good name to have...and it's mine!!**

I go where letters are missing:

"I haven't (have not) seen Eastenders for weeks. I'm (I am) feeling really depressed about it."

"It stinks in 'ere (here)!"

"It's (It is) a funny thing. We've (We have) lost Dad, I think."

"Help! Help! Someone's (Someone has) locked me in. I can't (cannot) see a thing!"

I go where things belong:

"He lost all his Dad's credit cards!" - The credit cards which belong to his dad.

"Her sister's cats need to be fed." - The cats which belong to her sister.

Test

My brothers dogs gone missing. He hasnt seen him for five days. Hes asked around everywhere but they dont know a thing. But hell never know the truth. Ive kidnapped the dog and im keeping him in the shed. He shouldnt have nicked my pocket money. Next time hell know better and he wont call me names either.

So now you know about me and mine.

But - do not use me where you shouldn't!

Your teacher will tell you all about that.



## PARAGRAPH

Hello!  I'm a paragraph.

Stupid name really. Look me up in a dictionary and I don't mean very much. I ought to be called 'stop and start again' or 'I'm tired-of-writing-this-let's-think-of-something-else'. Do you think that's too long?

Well, I'm several sentences all stuffed into myself. That's why I'm round. It's my shape on the page. I go like this in a letter:



is my beginning,



is my middle,

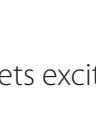


and is my ending

and in a story



tells you what happens first

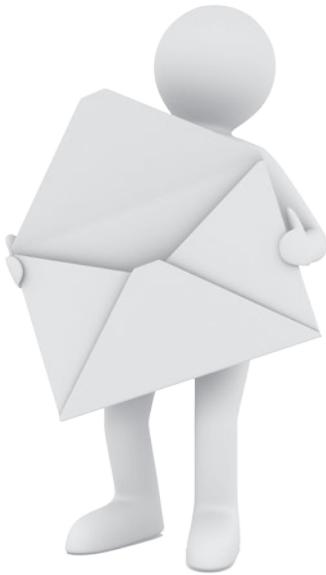


gets exciting and



finishes it off

Take my word for it, using me makes everything a lot clearer. You can see exactly where you are.



## LETTERS IN THREE PARTS

30 Windy Street  
Penwithin  
FM4 2CV

15th March 2004

Dear Donna

Hi, how are you? It's ages since I heard from you. It's cos you don't have email. So i thought i'd better let you know what's happening.

I've moved!! Yes moved - only down the hill though. I'm having a party on the 30th for all my old friends, and you're invited. Bring CDs! I really look forward to seeing you there.

My love to your Mum. Hope she's still cheerful as ever. See you soon.

Love, Jen

30 Windy Street  
Penwithin  
FM4 2CV

15th March 2004

Dear Inspector Grey

I am writing to you on behalf of the Windy Road Neighbourhood Watch. I would be grateful if you could attend our meeting either this month or next.

We've had some trouble in our road. There has been a burglary, two serious fights, and some lads driving cars at high speeds.

We'd welcome your advice on what to do.

Yours sincerely

Jenny Tauber



## PERSONAL STATEMENT IN FOUR PARTS

**Hi, I'm Harriet and I'm proud of it. Let me tell you about myself!**

This is how to write a personal statement in four parts:

- 1 Details, your name, your date of birth, where you were born and where you live now.
- 2 a) The school you go to, and the subjects/courses you are taking.  
b) Anything special or extra you do at school like sports, music, drama, artwork/display, special interest groups, swimming or life-saving awards.  
c) Outward bound, other trips or courses, work experience.
- 3 What you have done out of school, like paper rounds, any other work for anyone, helping others, competitions you have won, any money-raising activities, cubs you attend (sports, music, drama), any other achievements.
- 4 What sort of person you are, like: cheerful, honest, helpful, strong, punctual, reliable, observant, tidy, friendly, active. Things that interest you most. Your ambition.

**Check with your teacher first. Your teacher may value some of the things you think of more than you do! Don't be too modest.**

### Harriet's statement

(What do you think is missing?)

*My name is Harriet Trussell. I was born in Australia on 15th March, 1989. I came to England with my parents when I was five. My present address is 24, Long Road, Normanby.*

*I go to the Croft College of Art, Normanby and am taking Entry levels in five subjects and GCSE Art and PE.*

*I am very good at sport and have taken part in athletics and swimming matches. I have won several prizes.*

*I enjoy drama and was in a production of Oliver. I can play the guitar a little.*

*When I'm qualified, I'd like to work in sports for disabled children. I'm tall and strong. I like people and I am very patient. I do a paper round, and the newsagent says I'm punctual and reliable.*



## LETTER OF COMPLAINT

The wrong way...

Dear Mister

I went on your puking rotten train. It ponged horrible. You know what, it kept stopping all the time. Well it's a disgrace.

How do you expect us to use your puking rotten train when they are late. You ought to get the sack. I hate you. Watch it.

From  
Ferdy

### To talk about:

Make a list of the things that are wrong with Ferdy's letter. Why is Alan's letter better?

...and the right way

Dear Sir

I am writing about the late running of the 0910 from Nottingham to London on the 7th May 2005.

The train was ten minutes late leaving Nottingham. Slow trains then delayed it all the way.

As a result, I was late for an important meeting.

I enclose my ticket. Please inform me about the compensation I can claim.

Yours faithfully  
Alan

### Write letters about...(your teacher will tell you who to write to)

- Trees in the street overhanging your garden
- Noise and damage caused by gangs
- A bus that left early before you arrived
- Bullying on school premises
- Noise causes by night flying at the airport

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