

# EFFECTIVE EXAM PREPARATION CHECKLISTS FOR TEACHERS

## Reading Sections Components 1 and 2

### Have I taught?

- A range of 19th, 20th and 21st century non-fiction (Component 1)
- A range of 20th and 21st century fiction (Component 2)
- A range of 20th and 21st century literary non-fiction (Component 2)
- The idea of themes and thematic links
- Identifying explicit information
- Identifying implicit information
- Selecting precise quotations
- Making close reference to the text
- Synthesising evidence from two texts
- Analysing language
- Analysing structure
- How writers use language to achieve specific effects
- How writers use structure to achieve specific effects
- How a reader can be influenced by a text
- A wide range of subject terminology
- Comparing writers' ideas
- Comparing writers' perspectives
- Evaluating texts from a particular standpoint
- Timings in the exam
- Marks allocated to questions in the exams
- Reading exam questions with care
- Reading closely any introductory / explanatory notes which accompany texts in the exams

## Writing Sections Components 1 and 2

### Have I taught?

#### A05

- Adapting form suit the purpose
- Showing control over purpose and effect
- Selecting tone and style to enhance purpose
- Showing control over the structure
- Using paragraphs thoughtfully
- Using grammatical features to achieve effects

#### A06

- Using sentence structure to make meaning clear
- Using sentence structure to create impact
- Using punctuation to make meaning clear
- Using punctuation to achieve particular effects
- Choosing precise and ambitious vocabulary
- Spelling strategies
- Checking and self-correction strategies

### Exam skills

- Timings in the exam
- Marks allocated to questions in the exams
- Reading exam questions with care
- Reading closely any introductory / explanatory notes which accompany texts in the exam