

Year 9 English Knowledge Organiser: Transactional Writing

Key Vocabulary

- **Audience:** The people you are writing to or for.
- **Purpose:** The reason for writing (to persuade, inform, explain, entertain).
- **Formality:** The level of formality in language, from formal to informal.
- **Tone:** The attitude of the writer toward the subject or audience.
- **Persuasion:** Convincing the audience to believe or do something.
- **Rhetorical devices:** Techniques used to persuade (e.g., rhetorical questions, repetition).
- **Register:** The style of language used for different audiences and purposes.
- **Structure:** How writing is organised (introduction, main points, conclusion).
- **Emotive language:** Words that create strong feelings.
- **Fact:** A statement that can be proven true.

Opinion: A personal belief or judgment.

Bias: A preference or prejudice that influences writing.

Call to action: Encouraging the audience to take a specific step.

Key Knowledge

1. Transactional writing includes letters, speeches, articles, and reports with a clear purpose.
 2. Understanding your audience shapes tone, style, and vocabulary.
 3. Effective writing uses persuasive techniques like ethos, pathos, and logos.
 4. Organising ideas logically helps communicate clearly.
 5. Use of formal or informal language depends on the context.
 6. Balancing facts and opinions is important for credibility.
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Misconceptions to Address

- Thinking transactional writing is only about facts, ignoring emotional appeal.
 - Using informal language when a formal tone is required.
 - Overusing rhetorical devices so they lose impact.
 - Forgetting to address the audience directly or clearly state the purpose.
 - Thinking transactional writing is only about facts, ignoring emotional appeal.
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3 Key Questions for the Topic

1. How can you adjust tone and style for different audiences?
2. What persuasive techniques can make your writing more effective?
3. How should you organise your ideas in transactional writing?

Key Vocabulary

- **Novella:** A short novel or long short story.
- **Foreshadowing:** Clues or hints about what will happen later.
- **Dream:** A strong hope or goal that motivates characters.
- **Isolation:** Feeling alone or separated from others.
- **Friendship:** A close and trusting relationship between people.
- **Prejudice:** Unfair opinions based on stereotypes or bias.
- **Symbolism:** Using objects or characters to represent larger ideas.
- **Setting:** The time and place where the story occurs.
- **Conflict:** A struggle between opposing forces.
- **Tragedy:** A story where characters suffer misfortune.

Characterisation: How characters are described and developed.

Power dynamics: How power is distributed between characters.

Key Knowledge

- *Of Mice and Men* explores themes of dreams, loneliness, friendship, and social injustice during the Great Depression.
 - Steinbeck uses simple but powerful language to highlight harsh realities.
 - The relationship between George and Lennie highlights loyalty and sacrifice.
 - Prejudice and discrimination affect characters like Crooks, Curley's wife, and Candy.
 - Symbolism such as Lennie's puppy and the dream farm deepen meaning.
 - The novella's tragic ending underscores the fragility of dreams and human connection.
 - The tone shifts between serious and humorous, balancing suspense with lighter moments.
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Misconceptions to Address

- Thinking the story is just about ranch life without understanding its deeper social themes.
 - Believing Lennie's actions are only accidental rather than tied to his mental disability and strength.
 - Assuming all characters are good or bad rather than complex individuals.
 - Ignoring the historical context of the Great Depression.
 - Thinking the story is just about ranch life without understanding its deeper social themes.
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3 Key Questions for the Topic

1. How does Steinbeck use language and structure to develop the theme of loneliness?
2. What role do dreams play in motivating the characters?
3. How are prejudice and power portrayed in the novella?

Key Vocabulary

1. **Narrative:** The story or account of events in a text.
2. **Dialogue:** The spoken words between characters in a story.
3. **Description:** Detailed writing that helps the reader imagine people, places, or things.
4. **Characterisation:** How an author shows what a character is like through their actions, speech, and thoughts.
5. **Setting:** The time and place where a story happens.
6. **Plot:** The sequence of events that make up a story.
7. **Conflict:** A problem or struggle between opposing forces in a story.
8. **Imagery:** Language that creates pictures in the reader's mind using the senses.
9. **Simile:** A comparison using "like" or "as" (e.g., "as brave as a lion").
10. **Metaphor:** A direct comparison saying one thing is another (e.g., "He is a lion in battle").
11. **Personification:** Giving human qualities to non-human things (e.g., "The wind whispered").
12. **Mood:** The feeling or atmosphere created by the writing.
13. **Tone:** The author's attitude toward the subject or audience.
14. **Theme:** The main message or idea in a story

Key Knowledge

1. Creative writing is about telling original stories or describing scenes using imagination.
2. Strong characters and clear settings help readers connect with the story.
3. Dialogue makes writing more realistic and reveals character personality.
4. Using literary devices like similes, metaphors, and personification creates vivid images.
5. Plot involves a clear beginning, middle, and end with a problem or conflict to keep readers interested.
6. Mood and tone help create atmosphere and show the writer's attitude.
7. Planning, drafting, and revising improve the quality of creative writing

Misconceptions to Address

- Thinking stories have to be long or complex to be good.
- Assuming dialogue is just “talk” with no purpose.
- Believing figurative language is only for poetry.
- Forgetting the importance of planning and editing.
- Thinking stories have to be long or complex to be good.

Using American spelling of words instead of British

3 Key Questions for the Topic

1. How can you create believable and interesting characters?
2. Why is it important to plan your story before writing?
3. How does figurative language improve creative writing?

Key Vocabulary

- **Poetry:** Writing that expresses ideas and feelings with style, rhythm, and often rhyme.
- **Imagery:** Descriptive language that appeals to the senses.
- **Tone:** The attitude or feeling expressed by the poem.
- **Mood:** The atmosphere or emotional feeling created.
- **Alliteration:** Repetition of consonant sounds at the start of words.
- **Onomatopoeia:** Words that imitate sounds (e.g., bang, crash).
- **Metaphor:** A direct comparison between two things.
- **Simile:** A comparison using 'like' or 'as'.
- **Symbolism:** Using objects or images to represent ideas.
- **Theme:** The main message or idea of the poem.

Structure: The organisation of the poem, including stanzas and rhyme.

Enjambment: When a sentence continues beyond the end of a line.

Repetition: Repeating words or phrases for effect.

Allusion: A reference to another text, event, or person.

Key Knowledge

- Comparing war poems involves analysing how different poets depict themes like conflict, loss, heroism, and trauma.
- Look for similarities and differences in tone, mood, and use of poetic devices such as imagery, metaphor, and sound.
- Consider the historical context of each poem to understand differing perspectives on war (e.g., patriotic vs. anti-war).
- Analyse how structure affects meaning — for example, a strict rhyme scheme may suggest order, while free verse may suggest chaos.
- Pay attention to how poets use symbolism differently to convey ideas about war.

- Consider the poets' purposes: some aim to commemorate, others to criticize or evoke emotional responses.
 - Explore how each poem's perspective influences the reader's understanding of war.
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Misconceptions to Address

- Thinking all war poems share the same message or attitude toward war.
 - Overlooking how differences in language and structure shape meaning.
 - Ignoring the importance of context in interpreting poems.
 - Assuming poetic devices are decorative rather than purposeful.
 - Thinking all war poems share the same message or attitude toward war.
 - Overlooking how differences in language and structure shape meaning.
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3 Key Questions for the Topic

1. How do the two poems use language and imagery to present different views on war?
2. In what ways do the poets' tones and perspectives contrast?
3. How do differences in structure and form affect the overall impact of each poem?

Key Vocabulary

- **Extract:** A short section taken from a longer text or play.
- **Context:** The background information about when, where, and why a text was written.
- **Dramatic irony:** When the audience knows something characters do not.
- **Soliloquy:** A speech revealing a character's private thoughts.
- **Imagery:** Descriptive language that creates pictures in the reader's mind.
- **Metaphor:** Comparing two things directly without 'like' or 'as'.
- **Simile:** A comparison using 'like' or 'as'.
- **Alliteration:** Repetition of consonant sounds at the start of words.
- **Tone:** The attitude or mood of the passage.
- **Theme:** The main ideas or messages in the text.

Key Knowledge

1. Shakespeare's language can be challenging but reveals deep meaning through literary devices.
2. Extract analysis focuses on closely examining language, structure, and form.
3. Understanding historical and social context is important to fully grasp themes and character motives
4. Soliloquies often expose characters' inner conflicts and intentions.
5. Look for imagery and figurative language to uncover hidden meanings.
6. Consider how tone shifts to show changes in mood or character attitude
7. Analyse how characters interact and how this advances the plot.

Misconceptions to Address

- Ignoring the context of the extract, which limits understanding.
- Assuming characters express exactly what they mean without subtext.
- Thinking Shakespeare's language is outdated and irrelevant.

- Believing all speeches are formal and serious; some include humour or sarcasm.

3 Key Questions for the Topic

1. How does Shakespeare use language and imagery to reveal a character's thoughts or feelings?
2. What can the extract tell us about the wider themes of the play?
3. How do stage directions and structure affect the way the extract is performed?