



education

Department of
Education
FREE STATE PROVINCE

English Transactional Writing Examples and Tips Grades 4-7

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Dialogue writing

Each new speaker get their own paragraph

Minimum two speaker required

Teacher: Mona, stand up. What am I teaching?

Student: Sir, you are teaching grammar.

Teacher: Mona, look at the board. See the word - Adjective! Is the spelling correct?

Student: Yes, Sir. The spelling is correct.

Teacher: Can anyone tell me what a noun is?

Student: A noun is the name of a person, a place or a thing.

Teacher: Delhi is the capital city of India. Name any two nouns used in this sentence.

Student: Delhi and the city are the two nouns.

Teacher: What kind of nouns are they?

Student: Delhi is a proper noun and the city is a common noun.

Teacher: Period is over now. I'll explain to you this topic tomorrow.



(Source Unknown)

INVITATION

Who → To: Alia

Why → Why: I will be nine years old

When → Date: Saturday, 24 June 2008
Time: 3 p.m. to 7 p.m.

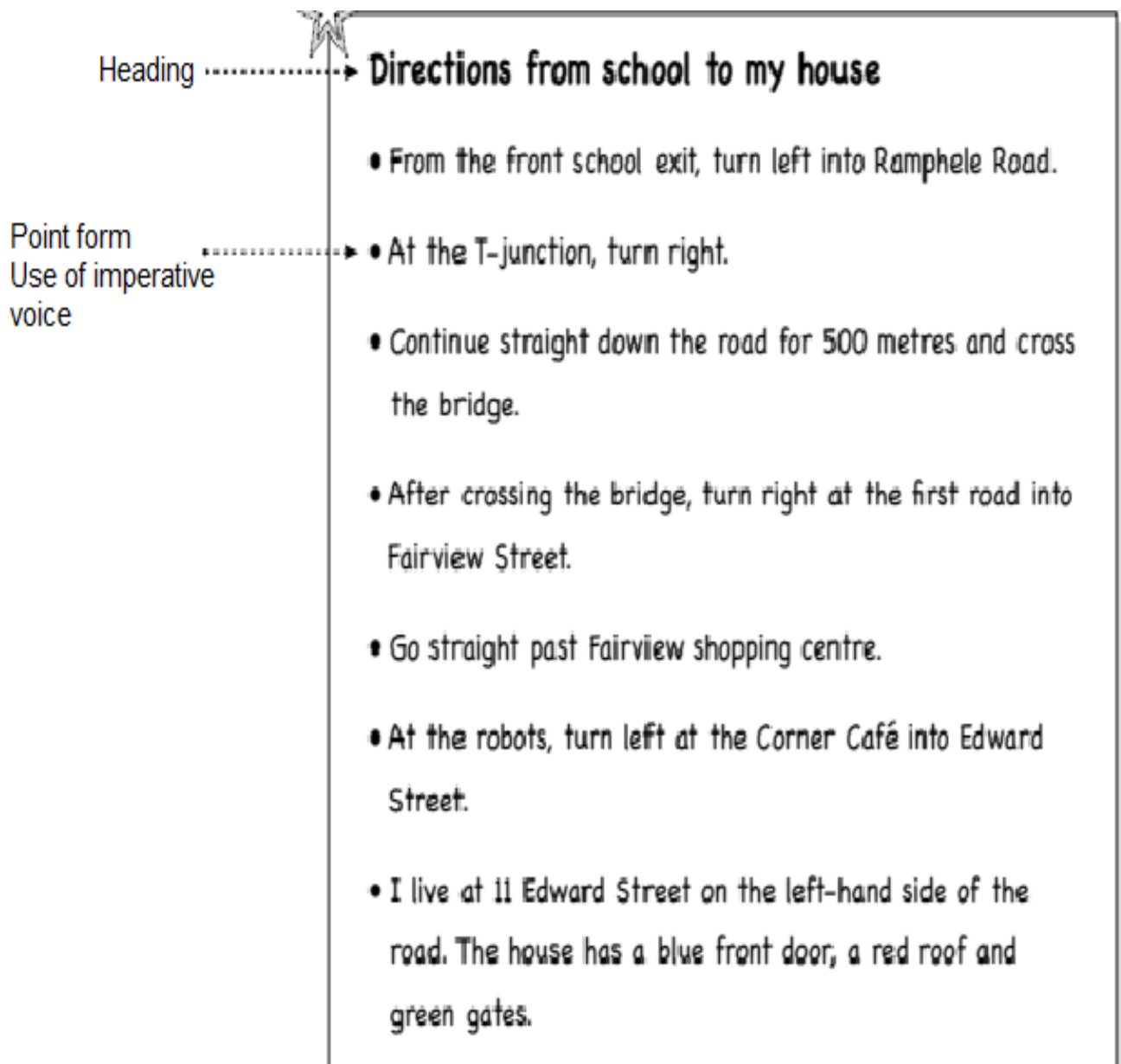
Where → Place: Duta Indah street
Number 21, Pondok Indah
South Jakarta

Who → From: Dhifa

How → R.S.V.P
Please write or call me
at 91827273

(Source Unknown)

DIRECTIONS



The diagram shows a box containing a heading and a list of directions. A north arrow is at the top left. A dashed line points from the word 'Heading' to the title 'Directions from school to my house'. Another dashed line points from the text 'Point form Use of imperative voice' to the first bullet point.

Heading ➔ **Directions from school to my house**

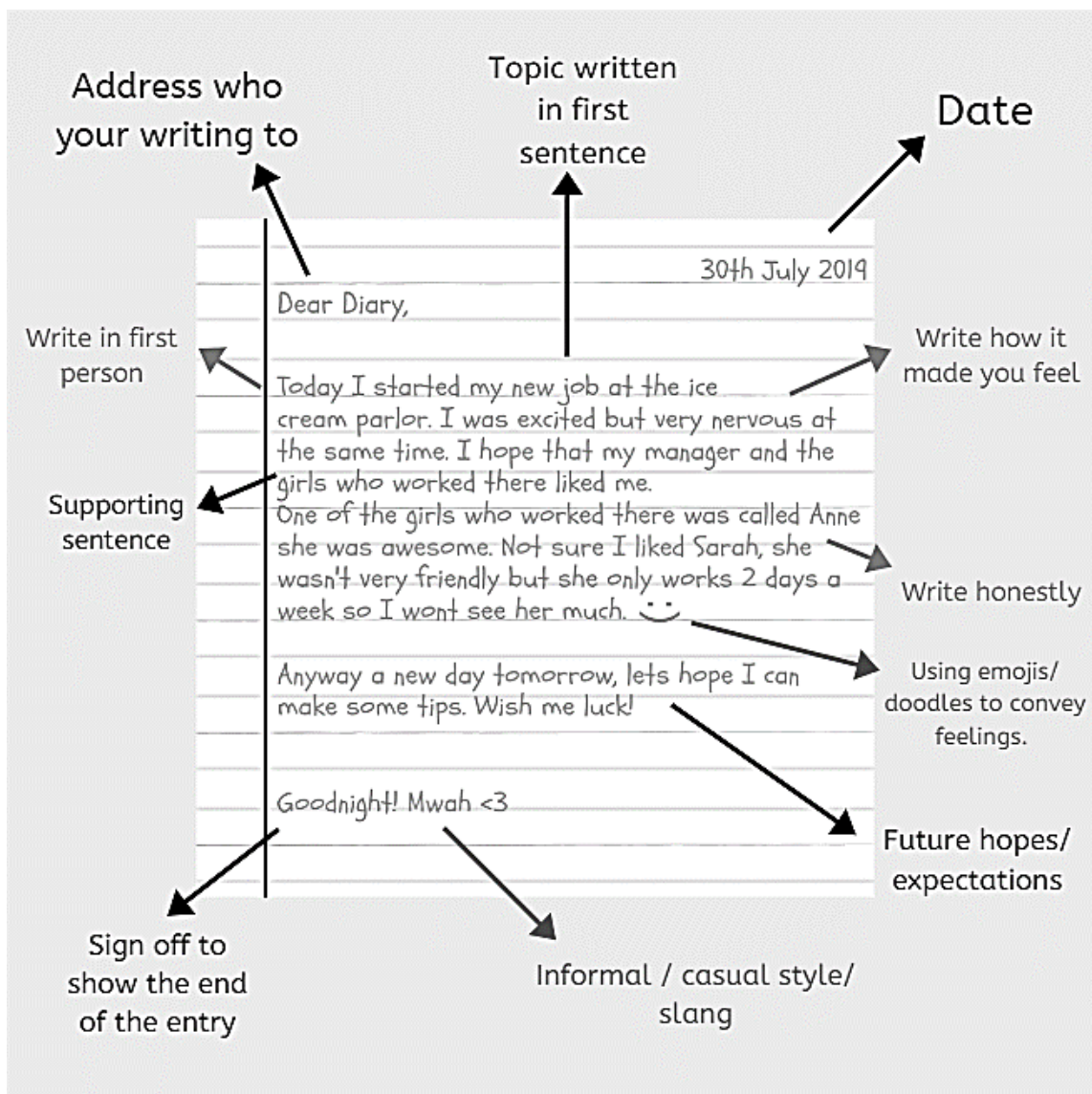
- From the front school exit, turn left into Ramphela Road.
- At the T-junction, turn right.
- Continue straight down the road for 500 metres and cross the bridge.
- After crossing the bridge, turn right at the first road into Fairview Street.
- Go straight past Fairview shopping centre.
- At the robots, turn left at the Corner Café into Edward Street.
- I live at 11 Edward Street on the left-hand side of the road. The house has a blue front door, a red roof and green gates.

(Source: Mind the Gap Writing Study Guide)

Diary Entry

1. Write the date, day and time, then start with Dear Diary (as diary is like a friend).
2. Begin the entry with general sentence describing the day or momentary feelings.
3. In the body, you may discuss an event, your feelings towards it. ...
4. Conclude with final remark and future course of action.

Tuesday, 13 March 2020	⇒ <i>day and date</i>	8:30 pm	⇒ <i>time</i>
Dear diary, ⇒ <i>salutation</i>			
Today, I joined my new school. It was a very nice and exciting. My class teacher was very nice to me. She introduced me to the entire class. I sat with Neha, the monitor of the class. She helped me in every way possible. She gave me her notebooks, shared her lunch with me. She even helped me with my classwork. The best thing I liked about the school was the library. It was big and spacious. I am a passionate reader and I found many books of my favourite authors. The computer lab was well equipped with the latest models of computers. I look forward to going to school tomorrow. Now, I am not missing my old friends and my old school. Now, I am going to sleep as I have to get up early in the morning to get ready for school.			
Sindy	⇒	<i>name</i>	

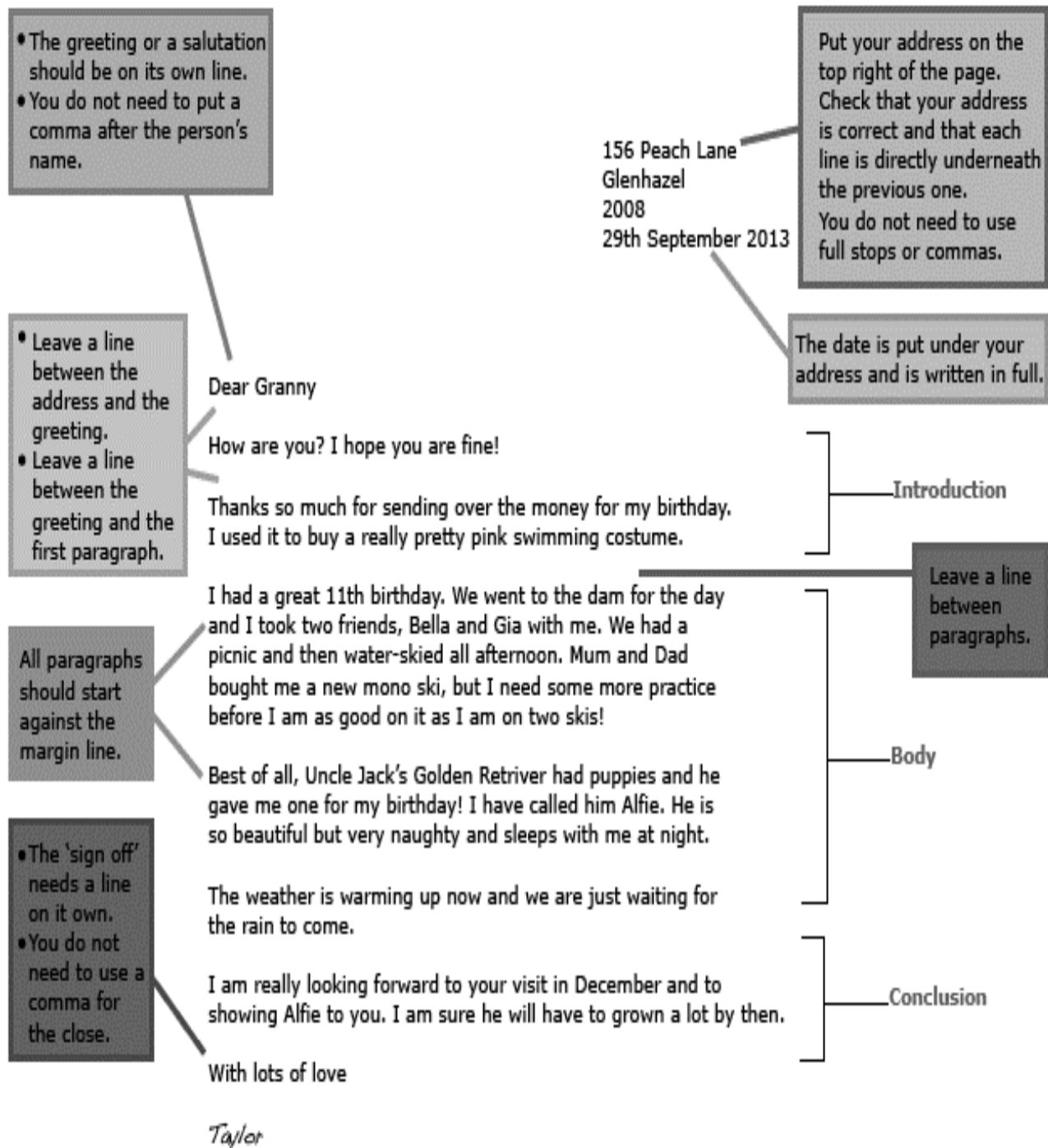


<https://www.reliving.co.uk/write-a-diary-entry-expressing-your-feelings/>

Remember:

- Includes 'Dear Diary'
- Is written in the 1st person
- Is written in the past tense
- Talks about opinions, thoughts and feelings
- Uses time conjunctions to show when things happened
- Write about events that are important to the writer

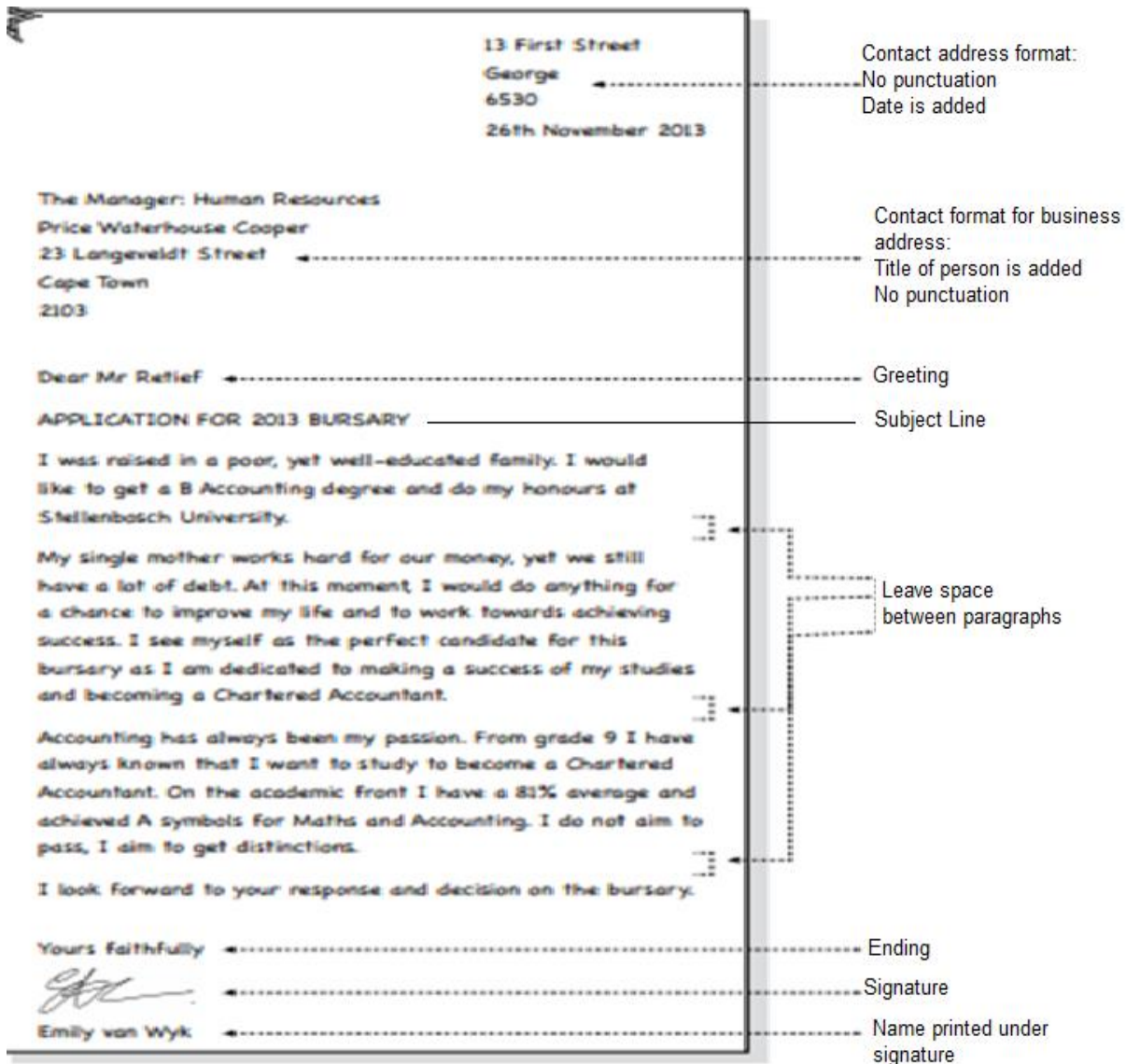
Friendly letter



<https://www.mycyberwall.co.za>

Formal letter

- A formal letter can have a range of audiences and purposes. For example, it can be a letter of complaint; a business letter; a letter of application; or a covering letter to accompany your CV.
- The tone of a formal letter must be polite and business-like. A formal register is always used.
- A formal letter has its own format. Make sure you lay out your information correctly, such as the addresses; the greeting; the subject line; and the salutation and signature at the end.



(Source: Mind the Gap Writing Study Guide)

RECIPE (INSTRUCTIONAL / PROCEDURAL TEXT)

My favourite dish

Pasta with bacon and tomato sauce

Ingredients

1 red onion
2 red peppers
120 g bacon
1 can (450 g) tomatoes
1 cup water
olive oil
garlic
oregano
50 g pasta per person



Method

- 1 Cut the onion, red peppers and bacon into small pieces.
- 2 Heat some olive oil in a pan and fry the onion, red peppers and bacon.
- 3 Add oregano, garlic, tomatoes and water and cook for 20 minutes.
- 4 Cook the pasta in a big pot of boiling water.
- 5 Serve the pasta with the sauce, and enjoy!

Top Tips for writing

1. When writing a recipe or instructions, use numbers to indicate the stages and use the base form of the verb (imperative) to give instructions.
2. Use commas between things in a list. Use 'and' between the last two things.

<https://learnenglishteens.britishcouncil.org/>

EMAIL

To:	brett.walker149@mailme.ca
Cc:	
Subject:	Re: sports
Insert:	Attachments Photos Vide-
Tahoma 10 B <i>I</i> <u>U</u> █	
Dear Brett Thanks for your email. You do lots of sports at school in Canada. I'd love to play ice hockey one day. We do lots of sports at our school too. We've got a swimming pool at school and our class go swimming every Wednesday. We also play tennis, volleyball and football, but football in Australia is different to soccer. You can touch the ball with your hands! There are lots of after-school sports clubs in Australia too. I go to a surfing club after school on Tuesdays and Thursdays. We go to the beach and learn how to surf. It's great fun! Can you surf in your country? Write soon Rob	
Send	Save Cancel

Top Tips for writing

1. Begin your email 'Dear' + name.
2. Begin your email with thanks or the reason you are writing.
3. This paragraph has got one idea.
4. This paragraph has got another idea.
5. End your email 'Write soon' + your name.

<https://www.examples.com/education/email-writing-examples.html>

NEWSPAPER ARTICLE

A typical newspaper article contains five (5) parts:

1. **Headline:** This is a short, attention-getting statement about the event.
2. **Byline:** This tells who wrote the story.

3. Lead paragraph:

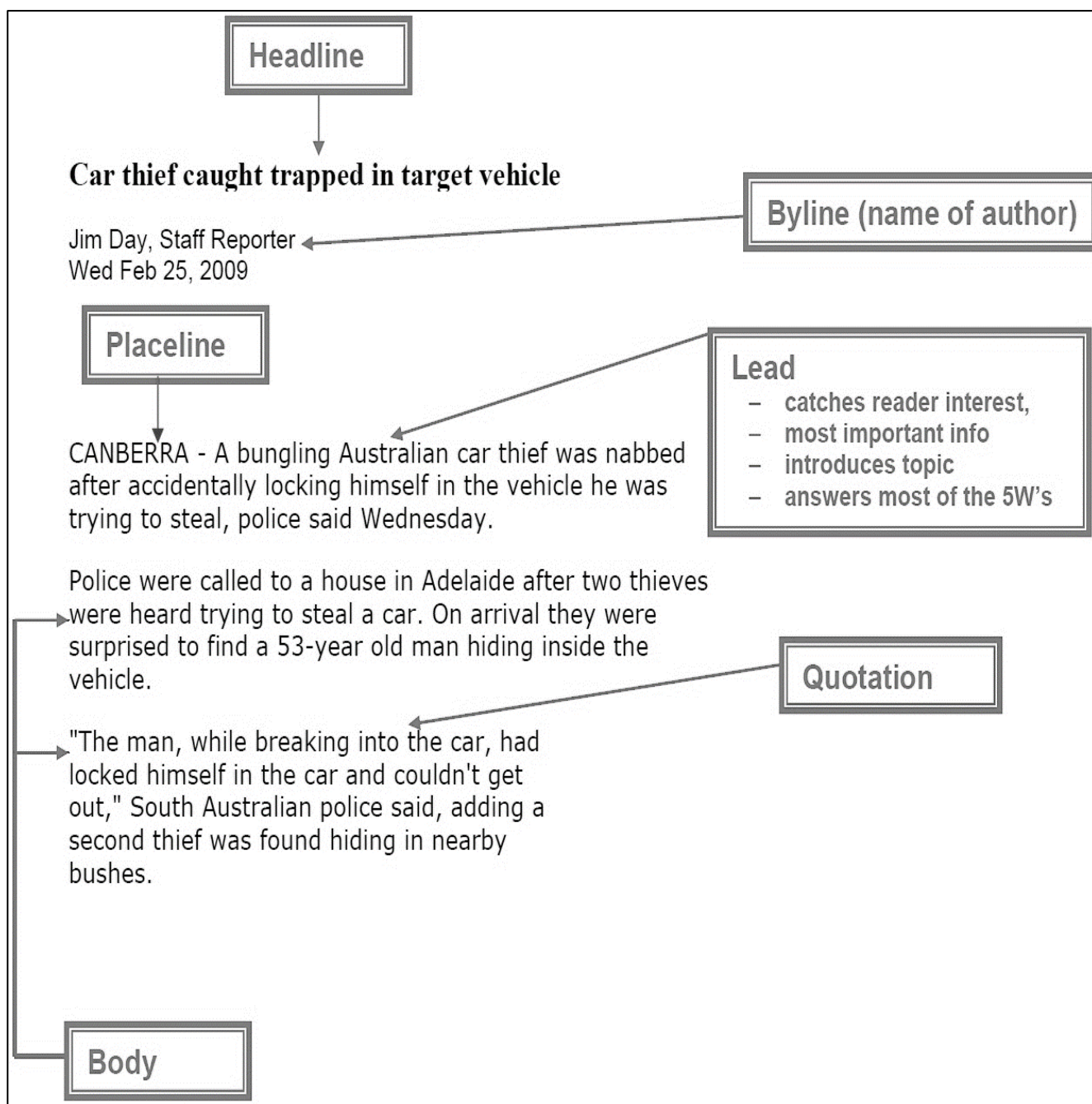
This has ALL of the who, what, when, where, why and how in it. A writer must find the answers to these questions and write them into the opening sentence(s) of the article.

4. Explanation:

After the lead paragraph has been written, the writer must decide what other facts or details the reader might want to know. The writer must make sure that he/she has enough information to answer any important questions a reader might have after reading the headline and the lead paragraph. This section can also include direct quotes from witnesses or bystanders.

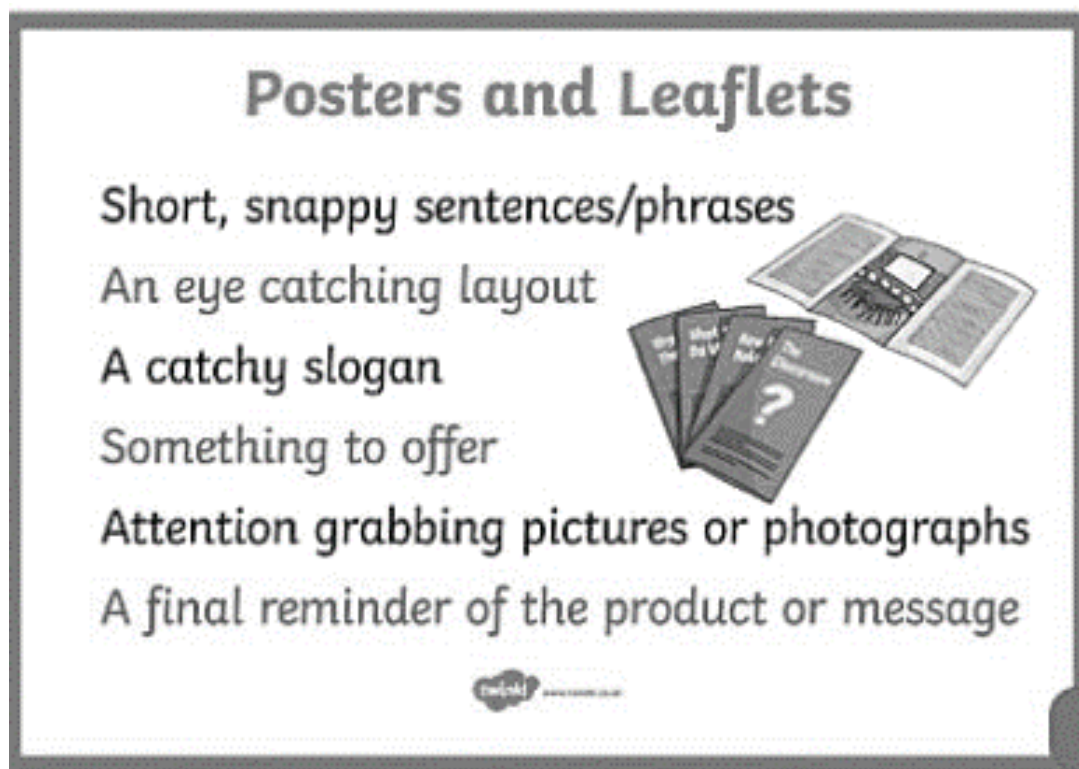
5. Additional Information:

This information is the least important. Thus, if the news article is too long for the space it needs to fill, it can be shortened without rewriting any other part. This part can include information about a similar event.



<https://leso1213.wordpress.com/>

POSTER



<https://www.twinkl.co.za/resource/t2-e-256-posters-and-leaflets-display-poster>

BOOK REPORT



Book Report Form

Name _____ Date _____

Title of Book _____

Author _____

Illustrator (if there was one) _____

.....

Setting—Where does the story take place?

Main Characters—Give a brief description of each character.

1. _____

2. _____

3. _____

Summary—What happened in the book?

Moral of the Story—What did you learn from reading the book?

Conclusion—How did the story end?

What did you think of the story? (Circle one of the choices below)

• **Excellent.** It was great! • **Good.** I liked it. • **Fair.** It was OK. • **Poor.** I didn't enjoy it.

Would you recommend this book to a friend? Why or why not?

This book was (Circle one of the choices below)

• **easy to read** • **just right to read** • **a little difficult to read** • **too hard to read**

.....



http://www.oabookco.com/funstuff_pdf/book%20report.pdf

ADVERTISEMENT

An advertisement is a public announcement made through a popular medium like newspapers, magazines, television, radio and the cinema. An advertisement may be displayed on a placard as well. It is non-personal, oral or visual message regarding a product, a service or an idea.

Purpose: An advertisement attracts immediate attention of the public. It is a very potent tool for promoting sales or services. It is used to influence the minds, tastes and even motives of the masses. Remember, an advertisement is a play of words. It must be very attractive to catch the eye of the reader.

<https://www.cbsetuts.com/>

Advertisements

- They contain a mix of facts and persuasive comment.
- They focus on the positive and ignore the negative.
- They use exaggerated language, full of adjectives and adverbs to paint an appealing picture.
- They start sentences with the imperative.
- They ask rhetorical questions.
- They use memorable images and slogans.
- Their main purpose is to convince the reader to buy their product.

Prepare to be scared...

Spooky Disco

Friday 31st October
School Hall
6:30 – 8:00

Fancy Dress **£3.00**

Prizes

Games **Competitions**

Hot dogs and drinks



Heading

Persuasive sentence

Information about product

Contact details

Slogan

TOYS FOR AFRICA

Take home a piece of Africa for your little one!

Giraffe	Hippo	Lion	Rhino	Baboon	Buck	Warthog
Carts		Blocks		Mobiles		Puzzles

Lovingly crafted, handmade, colourfully painted easy-to-hold wooden toys.

Each animal has its own individual personality and has moving parts to make it more fun to play with.

These toys will delight any child and become a treasured possession.

Visit us at the African Market in Cape Town
Or call James at 072 123 3214

Dream Delight; Dream Africa

(Source: Mind the Gap Writing Study Guide)

NOTICE OF MEETING

NOTICE

*Title says what the
notice is about*

Meeting about Clean-Street Competition

*Only the details
are given*

Who: Everyone living in 7th Street, Alexandra

What: Come to a meeting to talk about how we can work together to win the Clean-Street Competition.

When: Saturday, 29 June 2019 at 18:00

Where: Church Hall in 7th Street

AGENDA

An agenda gives an outline of what is to be discussed at a meeting. It is normally given beforehand to people/delegates who are invited to a meeting. The agenda is usually drawn up by the chairperson and the secretary, who, among others...

- Check minutes of the previous meeting for items that were carried over;
- List and collect items that the meeting may need to address; and,
- Invite members/delegates to forward items they want discussed.

The chairperson and the secretary arrange the items according to their importance beforehand, and then make the final agenda available to the members/delegates. When the final agenda is circulated/availed, the chairperson shall have determined how much time would be allocated to each item.

The following items are common:

AGENDA

1. Opening and Welcome
 2. Apologies
 3. Reading and adoption of minutes of previous meeting
 4. Matters arising
 5. New matters
- Reports on feedback from stakeholders
6. Date of next meeting
 7. Closure

MINUTES OF MEETING

- Reflect the name of the organisation;
- Show the date, the place and the time at which the meeting was held;
- State the name of the people who attended the meeting – can be added as an annexure, attendance register;
- Quote resolutions word for word;
- Provide a summary of what was proposed and finally agreed upon;
- Are written in the past tense;
- Leave out trivialities like jokes;
- Only become legal and binding once signed and dated by the chairperson after being read and adopted in the next meeting

An example of the minutes of a meeting

Minutes of a Grade 7 Literature Study Group

Venue: Central Library Gardens

Date: 12 April 2020

Time: 09h00

Attendance: See attached register

Apologies: Thulo Motala who was in detention; Mary Mothibi who was absent due ill-health; Gavin Fish and Siphiwe Mabuza who had attended rugby and soccer tournaments respectively.

1. Mr Bala, the chairperson, welcomed all the members.
2. The minutes were read and adopted as a true reflection of what transpired in the previous meeting.
3. Matters arising
 - 3.1
 - 3.2
4. New matters
 - 4.1 Preparations for the literature test were presented by Ms Loop. The meeting accepted the presentation. Ms Lee was commended for the good work.
 - 4.2 The chairperson presented a plan to invite Mr Shakes, the author of the drama Zulu, to address the Study Group on the drama. The meeting appreciated the chairperson's efforts. Ms Stone volunteered to present a vote of thanks and a bouquet of flowers to Mr Shakes after the address.
 - 4.3 Mr Pule proposed that funds be raised to pay for expenses like buying a bouquet in the future. The meeting accepted the proposal. Mr Pule volunteered to lead the fund raising.
5. The meeting closed at 09h50.
6. The next meeting will take place at 14h30 at the City Lodge on 20 April 2020

NB: It is more correct to have the meeting CLOSE than ADJOURN.

REVIEW (drama)

A review is an individual's response to a work of art, film, book, occasion, etc. The reviewer projects his/her 'judgement' to the work presented. The reader of the review does not have to agree with the reviewer.

A review is, as a result, subjective. Two reviewers may respond differently to the same text.

When writing a review, the following must be covered:

- Give relevant facts, for example, the name of the author/producer/artist, the title of the book/work, the name of the publisher/production company, as well as the price (where applicable).
- Discuss, briefly:
 - The genre
 - The setting
 - Characterization
 - Style of writing
 - The atmosphere
 - The plot – only the outline of the story
 - Conclusion and suitability
 - Your judgement and rating.

Example of a drama review

ROMEO AND JULIET

Artscape Theatre Centre, Cape Town, from 16 April 2010

The Montagues and the Capulets run competing soccer teams in this contemporary, cutting edge version of Shakespeare's classic.

Perfect to get you in the mood for the upcoming soccer World Cup, the play, directed by Roy Sargeant sees Dean Roberts and Zondwa Njokweni star-crossed lovers whose affair causes a balls-up.

The show is designed to appeal to Grade 11 and 12 learners studying the play. There will be special daytime performances at Artscape to accommodate school audience.

Contact Artscape at www.artscape.co.za for further information and bookings.

Adapted from Indwe, April 2010

(Source Unknown)

Curriculum Vitae (CV)

A Curriculum Vitae (CV) is a document through which the writer presents himself/herself to the world. The document should present a strong, first impression of the candidate. It should present information clearly, objectively and concisely.

Remember, the CV must address the post for which the candidate seeks employment. For example, a candidate who applies for a sports-related post will present a CV which speaks more about the candidate's prowess in sports than in the academic.

The following aspects must be addressed:

- Personal details
- Formal Qualifications
- Work experience (if applicable)
- Referees

CURRICULUM VITAE OF DLAMINI DIMPHO

PERSONAL DETAILS

Surname and full names:	Dlamini Dimpho
Date of birth:	23 April 1992
Identity number:	920423 3366 990
Address	24 Martin Street, Phase, Bloemfontein, 2020
Contact numbers:	078 8998 933
Gender:	Male
Marital status:	Single
Dependants:	None
Religion:	Christian
Nationality:	South African
Criminal record:	None

FORMAL QUALIFICATIONS

Secondary education

Name of institution:	Kagiso Combined School
Highest qualification obtained:	Grade 12
Year of completion:	2010

Tertiary education

Name of institution:	University of the Free State
Highest qualification obtained:	LLB
Year of completion:	2015

WORK EXPERIENCE

Name and address of employer:	Lox and Bali Associates 124 Markgraff Street, Bloemfontein
Date of employment:	03 March 2016
Position:	Attorney

REFEREE

1. Mr P. Lox: Employer
Contact details: 011) 333 4444

Webpage

A webpage is a document that is viewed in an Internet browser. A webpage may contain text, graphics and hyperlinks to other webpages and files. A webpage is often used to provide information to viewers, including pictures or videos to help illustrate important topics. A webpage may also be used as a method to sell products or services to viewers.

What are the Elements of a webpage

Every webpage is different. However, most pages contain some or all of the elements contained on this webpage. Below is an overview of the major elements required.

1 **Computer Hope**
Free computer help and information

2 Search

3 Help Tips Dictionary History Forums Contact

4 **SCORE CYBER DEALS TODAY** Shop Now

5 Share

6 **Web page**

7 A **web page** or **webpage** is a document commonly written in **HyperText Markup Language (HTML)** that is accessible through the Internet or other network using an Internet browser. A web page is accessed by entering a URL address and may contain text, graphics, and hyperlinks to other web pages and files. The page you are reading now is an example of a web page.

8 When was the first web page created?

The first web page was created at CERN by Tim Berners-Lee on August 6, 1991.

9

Useful links

- About Computer Hope
- Site Map
- Forum
- Contact Us

Follow us

- Facebook
- Twitter
- Google+
- Pinterest

1. The website, blog name, logo, or company name is often in the top-left corner of each web page. The logo may also include a slogan or brief statement about the site to give visitors an instant understanding of the site.
2. The search allows a visitor to search a website for related information and should be available on every page.
3. The navigation bar, or menu for a web page, is often found on the top or left side of each web page.
4. Advertisement banners can be shown in different places on a web page and help pay for the expenses of running a website and company. Ad banners are often found at the top, left, right, or bottom of a page and may also be included in the content.
5. Social share links allow visitors to share your site with other co-workers, friends, and family on social networking sites.
6. The heading should be included on the top of every web page.
7. The opening paragraph is one of the most important paragraphs on the web page and should help draw the visitor into reading the web page.
8. Each web page should be broken up into other headings that allow the visitor to easily skim and find what is most interesting on the page.
9. Having a method of allowing a visitor to provide feedback is also a requirement for most web pages.

Source <https://www.computerhope.com/jargon/w/webpage.htm>