

English Language Revision: PAF plan and list your four main ideas for each of these titles.

<p>A local hotel/restaurant is advertising for part-time staff. You decide to apply and you have to write a letter of application.</p> <p>Think carefully about what the employer would want to know about you and how you can 'sell yourself' as an employee.</p> <p>Write your letter of application.</p>	Purpose	Audience
	Format	Ideas - - - -
<p>Your local council wants to encourage re-cycling and to reduce waste. They have suggested:</p> <ul style="list-style-type: none"> . separating re-cyclable waste from rubbish; . charging to collect rubbish; . fining people who don't re-cycle; . only collecting rubbish every two weeks instead of every week. <p>Write a letter to your local newspaper giving your opinion on some or all of these suggestions.</p>	Purpose	Audience
	Format	Ideas - - - -
<p>A local school has decided to allow girls to play in football and cricket teams alongside boys.</p> <p>Write a letter to the Headteacher either agreeing or disagreeing with this decision.</p>	Purpose	Audience
	Format	Ideas - - - -

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Now choose one task to develop further and write your introduction (include what has inspired you to write this letter – it should refer to what you have heard/seen/read and how you came across this information).

Introduction (2-4 sentences)

Now write your conclusion (include what you would like your readers to do – maybe ask for them to help you in some way – but be careful with who the reader is and what position they are in).

Your name:

Your teacher's name: