**GCSE Paper 4: Writing**

**Task 1:** to write short lists or fill in a form or questionnaire using individual characters. Task instructions will be in English. (5 marks)
e.g. name 5 sports, 5 things in your pocket, 5 things from a supermarket…

**Task 2:** to write about five simple phrases in response to visual and simple target-language stimuli. Task instructions will be in English. (10 marks)
e.g. daily routine, a visit, an event…

**Task 3:** to write a message or postcard, of approximately 30 characters either in answer to a message or postcard. Task instructions will be in English. (20 marks) 3 or 4 Bullet points will be given. It’s important that you don’t miss out any bullet points.
e.g. thank you note, invitation card, e-mail a friend…

**Task 4:** to produce a piece of continuous writing of approximately 100 characters. A task could be a reply to a short letter in the target language, the expansion of notes or be based on visuals or other simple stimuli written in the target language. (20 marks) Bullet points will be given and make sure you include all of them.

Tips for high score:
*Apart from answering the bullet points, also add extra relevant information.*
*Structure your answer so that it becomes a cohesive and an elegant piece of writing.*

**Aim:**
*Communication: say everything you are meant to say; to be understood by readers, make it accurate, effective and interesting.*

To achieve: You must learn your vocabulary well, and practice writing simple, grammatically correct sentences.
A Letter
親愛的大山: (recipient)

你好，春節快到了，你計畫到哪裡去渡假? (paragraph)

祝你 (wishing you)
快樂 (健康)! (greetings)

弟
小明 上
一月二十六日

A Postcard (Task 3): the format is similar to a letter except no greetings when signing off.

e.g. You are currently on holiday in Hong Kong. Write a postcard of about 30 characters to your friend at home, telling him about your time there. You may include details of:

- Where you are staying
- What the weather is like
- What you have seen so far
- What souvenirs you have bought

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>大山:</td>
<td>大山:</td>
</tr>
<tr>
<td>我在香港旅行，我住在酒店。天氣很好，我去海洋公園。我買了一幅中國畫。</td>
<td>我在香港旅行，住在叔叔家中。每天天氣都很熱，叔叔帶我去海洋公園玩，我買了一些泥娃娃送給表弟。</td>
</tr>
<tr>
<td>小玲</td>
<td>小玲</td>
</tr>
<tr>
<td>七月七日</td>
<td>七月七日</td>
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</tbody>
</table>

To prepare the exam:

1. Prepare a few useful sentences which can be called to fit a variety of answers.
2. To learn some “stock” phrases
3. Practice writing descriptions about a friend, or relative, or of a pet, or the weather, or a place.
4. Make lists of activities you might do in your leisure time, or during your holidays or an excursion.
5. Think of some “favourite things”—food, colours, or hobbies.