

Writing Right

A guide to writing an extended response








Extended Response Writing

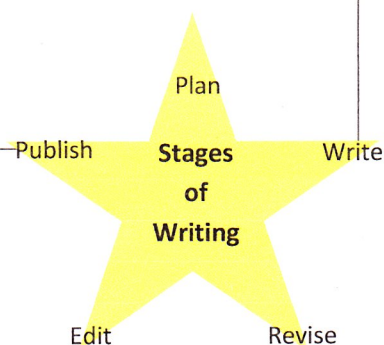
What is an Extended Response?

An extended response is a piece of writing that follows a particular structure, consisting of an introduction, a body and a conclusion. The language features of extended responses vary according to whether you are discussing, assessing/evaluating, explaining, etc. However, all extended responses follow this structure and all take up an argument (main line of discussion). Basically, extended responses are a whole lot of ideas, based around one argument, supported by evidence.

Steps to Writing Success

Writing is a process and like any process, it has steps you must follow if you are going to do it well. The five steps, in order are listed below.

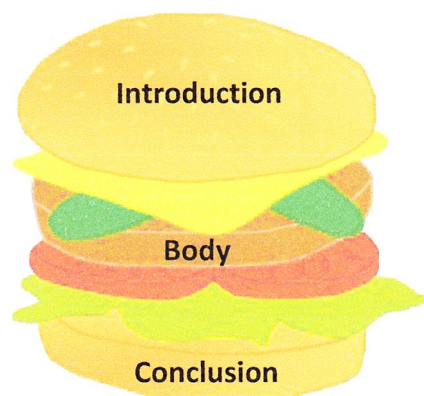
Plan 	Planning involves understanding the question and planning your response. To ensure you understand the question: <ul style="list-style-type: none">- Underline the directive word in the question- Identify and define the key words in the question- Paraphrase the question using your own words- Develop your argument/main line of discussion To plan an effective response: <ul style="list-style-type: none">- Brainstorm ideas associated with the topic- Research the topic and select appropriate evidence- Plan a detailed outline of your response by dot-pointing your introduction, body and conclusion.
Write 	Writing involves you taking the ideas from your plan, expanding on them and writing them in the correct structure.
Revise 	Revising requires you to take a close look at your work, reflecting on the task and ensuring you have included the appropriate content, evidence and arguments. Check that your evidence supports your argument; that your points are clear and relevant; and make any necessary changes.
Edit 	Editing is a process that can dramatically improve your essay. Go through your essay, checking for any errors and any areas where you think you can write more concisely. Make all necessary changes and proofread again.
Publish 	After you have planned, written, revised and edited your work you are now ready to publish. This involves you producing your final copy. Take pride in your work.



Extended Response Writing Structure

In order for your extended response to be effective, it **MUST** follow the structure below.

Introduction	<p>An introduction is the first paragraph of an extended response. Your introduction must:</p> <ul style="list-style-type: none">- State the topic you are responding to (answering/restating the question)- Briefly explain the background, context or importance of the topic- State your argument/main line of discussion- Provide a brief outline of your supporting arguments
Body	<p>The body is the bulk of your response. This is where you communicate your argument by P-E-E-L ing. Each paragraph must have a:</p> <p>Point – one sentence referring to the question and introducing your main idea (topic sentence). Follow this with further elaboration</p> <p>Example/evidence – a number of sentences giving examples from the text (quotes, events, characters etc)</p> <p>Effect/explanation – explanation on how the examples help you understand the idea</p> <p>Link – it back to the question</p>
Conclusion	<p>The conclusion sums up your argument. Here, you recap your main points and reiterate your argument. Remember, last impressions count, so, be clear and concise. Never introduce new information or ideas in the conclusion.</p>



Planning and Extended Response

What is the question?

The directive word(s) in this question is: _____

This means that I am required to: _____

What are your main ideas, opinions and arguments about the topic? (Brainstorm)

Three arguments or main points I will use in my extended response are:

1.

2.

3.



WRITING AN EXTENDED RESPONSE: Scaffold

Question:

Directive word:

What does the directive word tell you to do?

The Introduction: introduces the reader to your main points

Topic sentence

One sentence to
answer/restate the question

Word bank

A key reason
Argument
As shown by ...
Aspect
Demonstrate
Example
Important
Support
This is
evidenced by ...

Background information

1-2 sentences that provide
some initial information
about the topic

Writer's opinion

1 sentence about what you
think of the topic

Summary of reasons

1-2 sentences that outline
your main arguments

The Body: gives the reader more information about the topic and your main arguments		
Paragraph		
Point Write your topic sentence for the main idea or argument. Similar to the introduction, this should be one sentence that sums up the main point of the paragraph.		Word bank According to Additionally Although As a result of As shown by Because Consequently Contributes to Evidence suggests Firstly For example For instance Furthermore However Important In addition In contrast It is fair to say It would appear that Moreover Significant Similarly Such as
Example/evidence Give an example, or provide evidence that backs up or illustrates your argument. Write 1-2 sentences.		
Effect/explanation Explain the effect of your example. Explain how it strengthens your argument. Write 1-2 sentences.		
Link Write a sentence that sums up your main point, or argument and links it back to the question.		

The Conclusion: rounds off your response		
First sentence One sentence to restate your position		Word bank: As a result Consequently Due to In conclusion In summary It is evident Therefore Thus
Summarise 2-3 sentences that summarise the main points or arguments		

EDITING YOUR WORK

Editing is the process of critically reviewing your written response to locate errors in meaning, cohesion, grammar, spelling and punctuation. **Proofreading** involves reading your text to find and mark any mistakes.

Tips and tricks:



Write a draft response



Read aloud to **listen** for errors



Ask someone else to read your work



Use symbols to mark any errors



Rewrite your draft




Useful Editing Symbols

/	Spelling error
sp	Spelling error
?	Punctuation error
—	Use capital letter
^	Word omitted
unclear	Unclear expression
→	Start new paragraph
←	Do NOT start new paragraph
○	Delete/change word
?	Confusing
//	Split word
...	More information needed

Example

Changes to lifestyle in the last twenty years have lead to a decline in physical activity. This has resulted in a dramatic increase in the incidence of childhood obesity. Television and video viewing, and the use of computer games, has replaced physical things.

← Obese children have a 25 to 50 percent chance of becoming obese adults with high levels of ill health and a higher death risk. Therefore it is crucial that children maintain a weight by being physically active every day. ...

EDITING CHECKLIST 		
TEXT STRUCTURE	Introduction – Does it ...	
	Answer or restate the question	
	Include information about the topic	
	Include the key arguments	
	The Body – Does each paragraph include ...	
	Point or topic sentence	
	Example	
	Explanation	
	Link to round off the paragraph	
	The Conclusion – Does it ...	
	Restate your point	
	Summarise the key points or arguments	
LANGUAGE FEATURES	Language Features	
	Correct spelling	
	Correct punctuation	
	Technical or metalanguage	
	Sequencing words	
	Connecting words	
	Descriptive words	
	Cause and effect words	
	Correct sentence structure	
	Formal/appropriate language	

ESSAY PARAGRAPHS

Point

The topic sentence - one sentence referring to the question and introducing your main idea. Follow this with further elaboration.

Examples/Evidence

A number of sentences giving examples from the text (e.g. quotes, events, characters)

Effect/Explanation

Explanation on how the examples/evidence help you understand the idea

Link

It back to the question



What does the title tell us?

TEXT STRUCTURE		LANGUAGE FEATURES
Introduction <i>What is its function?</i>		Verb tense
Paragraph 1 Topic sentence <i>What does it tell us?</i>		Words for sequencing
Examples or elaboration		Technical words (subject specific)
Paragraph 2 Topic sentence <i>What does it tell us?</i>		Connecting words
Examples or elaboration		Descriptive words
Paragraph 3 Topic sentence <i>What does it tell us?</i>		Rhetorical language , e.g. in persuasive text
Examples or elaboration		Cause and effect words
Conclusion <i>What does the conclusion do?</i>		

TOPIC: Explain three ways in which computers benefit our lives.

What does the title tell us?

TEXT STRUCTURE		LANGUAGE FEATURES
<p>Introduction <i>What is its function?</i></p> <p>Paragraph 1 Topic sentence <i>What does it tell us?</i></p> <p>Examples or elaboration</p> <p>Paragraph 2 Topic sentence <i>What does it tell us?</i></p> <p>Examples or elaboration</p> <p>Paragraph 3 Topic sentence <i>What does it tell us?</i></p> <p>Examples or elaboration</p> <p>Conclusion <i>What does the conclusion do?</i></p>	<p>Computers have become an increasingly important part of our lives in the 21st century. Computers are essential in many work places and are found in most homes. They are of significant benefit in the fields of medicine, communication and leisure.</p> <p>Computer technology has dramatically increased the opportunities that sick and disabled people have to lead normal lives. For example, blind people can now use a laser beam to help them work out how far they are from objects. Computers have also helped people who live in the outback to get medical help quickly in an emergency. Specialists in big city hospitals can use computers linked to modems to look at X-rays and brain scans of patients a long way away. They can then give instructions to hospital staff about what to do. In this way computer technology can sometimes save lives.</p> <p>In communication, one of the things that has changed our lives immensely has been the internet. Businesses today rely on the internet to stay connected to the world. Documents can be emailed quickly to all parts of the world and expand business opportunities. Email has also changed our personal lives. Family and friends can stay in touch with loved ones through email and social networking. Therefore technology has vastly changed how we stay connected with each other.</p> <p>Leisure is another aspect of everyday life that computers have improved. Many children get great enjoyment out of the many interesting and challenging computer games they can play. Although there are many games that involve violence, if the games are chosen carefully they can really help children develop thinking skills and quick reflexes. Computers also enhance how we view sport on television. It is computers that bring us the many different camera angles, instant action replays and tallies of penalties. Our leisure time can be more enjoyable through the use of computers.</p> <p>Medicine, communication and leisure are just three areas of our lives that have improved because of computers. Lives have been saved and people now have more leisure activities to choose from. Business opportunities have also expanded.</p>	<p>Verb tense</p> <p>Sequencing words</p> <p>Technical words (subject specific)</p> <p>Connecting words</p> <p>Descriptive words</p> <p>Rhetorical language , e.g. in persuasive text</p> <p>Cause and effect words</p>

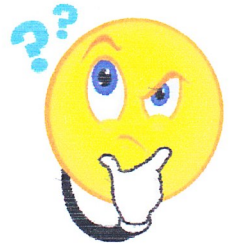
TOPIC: Assess the advantages of living in the city over living in the country.

What does the title tell us?

TEXT STRUCTURE		LANGUAGE FEATURES
Introduction <i>What is its function?</i>	There are many advantages to living in the city. These include more work opportunities, a wider variety of entertainment and better services and facilities. However, people who live in cities frequently complain about the stress and strain of city life and many talk enviously of life in the country. Clearly there are advantages and disadvantages in both ways of life.	Verb tense Words for sequencing
Paragraph 1 Topic sentence <i>What does it tell us?</i> Examples or elaboration	Ever since the Industrial Revolution, people have been coming to cities because of the greater work opportunities. There are more jobs in the city, and a wider variety of jobs, than you are likely to find in country areas. For this reason many young people in particular move to the cities for work. However, not everyone who seeks work in the cities finds a job that is satisfying and well-paid. Some people do not find work at all. Unemployment is a problem in the city as well the country, especially if you are young, unskilled and inexperienced.	Technical words (subject specific) Connecting words
Paragraph 2 Topic sentence <i>What does it tell us?</i> Examples or elaboration	There are certainly more entertainment opportunities in the city than in the country. Most urban dwellers have easy access to movies, plays, sports venues, hotels and clubs, whereas country dwellers may have to travel for hours to reach these types of facilities. On the other hand, people in the country have become used to making their own entertainment, and, if they live near a large country town, can probably find as much entertainment as they want.	Descriptive words Rhetorical language , e.g. in persuasive text
Paragraph 3 Topic sentence <i>What does it tell us?</i> Examples or elaboration	There are also more services in the cities. There are many more hospitals, schools, universities and libraries for example. However, nowadays, computer technology is giving country people better access to such services, so the difference between city and country may be decreasing.	Cause and effect words
Conclusion <i>What does the conclusion do?</i>	As can be seen, there are definite advantages to living in the city over living in rural areas. Work opportunities and better facilities and services attract many people to the city. Many city people also enjoy the wide range of entertainment and leisure activities available in the city. However, many people enjoy the lifestyle of country living over city living.	

THE DIRECTIVE WORDS

Directive words tell you how to answer a question. It is very important that you identify the directive word in the question and understand what it is telling you to do.



THE DIRECTIVE WORDS	
ANALYSE	Identify the different parts and the relationships between things
DESCRIBE	Provide characteristics and features .
DISCUSS	Identify and provide points for and/or against.
EVALUATE/ ASSESS	Make a judgement based on criteria; determine the value of something.
EXPLAIN	Relate cause and effect; make the relationships between things evident; provide why and/or how .
OUTLINE	Sketch in general terms; indicate the main features of.

WORDS USED IN EXPOSITIONS

ADD INFORMATION

besides	likewise	as well as	furthermore
moreover	in addition	for example	equally important
another	additionally	therefore	consequently
apart from that	also	on top of that	along with
indeed	above all	what's more	such as
for instance			

CONCLUDE OR SUMMARISE

consequently	accordingly	finally	in summary
thus	in conclusion	therefore	as a result
subsequently	that's why	evidently	clearly
obviously	hence	for this reason	

CONTRAST TWO THINGS OR SHOW A DIFFERENCE

otherwise	however	even though	on the other hand
nevertheless	as opposed to	although	on the contrary
conversely	in spite of this	then again	nonetheless
neither	in contrast	compared with	yet

EMPHASISE A POINT

indeed	in fact	to emphasise	without a doubt
with this in mind	certainly	for this reason	definitely
obviously	visibly	evidently	it is apparent
in fact	unquestionably		

SHOW SIMILARITIES

also	likewise	similarly	similar to
equally	too	in the same way	as well
just as	identically		

CLARIFY (MAKE CLEAR)

that is	in other words	put another way	to clarify
---------	----------------	-----------------	------------

SHOW TIME

prior to	firstly	secondly	thirdly
meanwhile	finally	in conclusion	to begin with

SLLURP

Your Spelling Words!



Say the word carefully and slowly to yourself.

Listen to how each part of the word sounds in sequence.

Look at the patterns of letters in the word and the shape of the word.

Understand rules, word meanings and word origins.

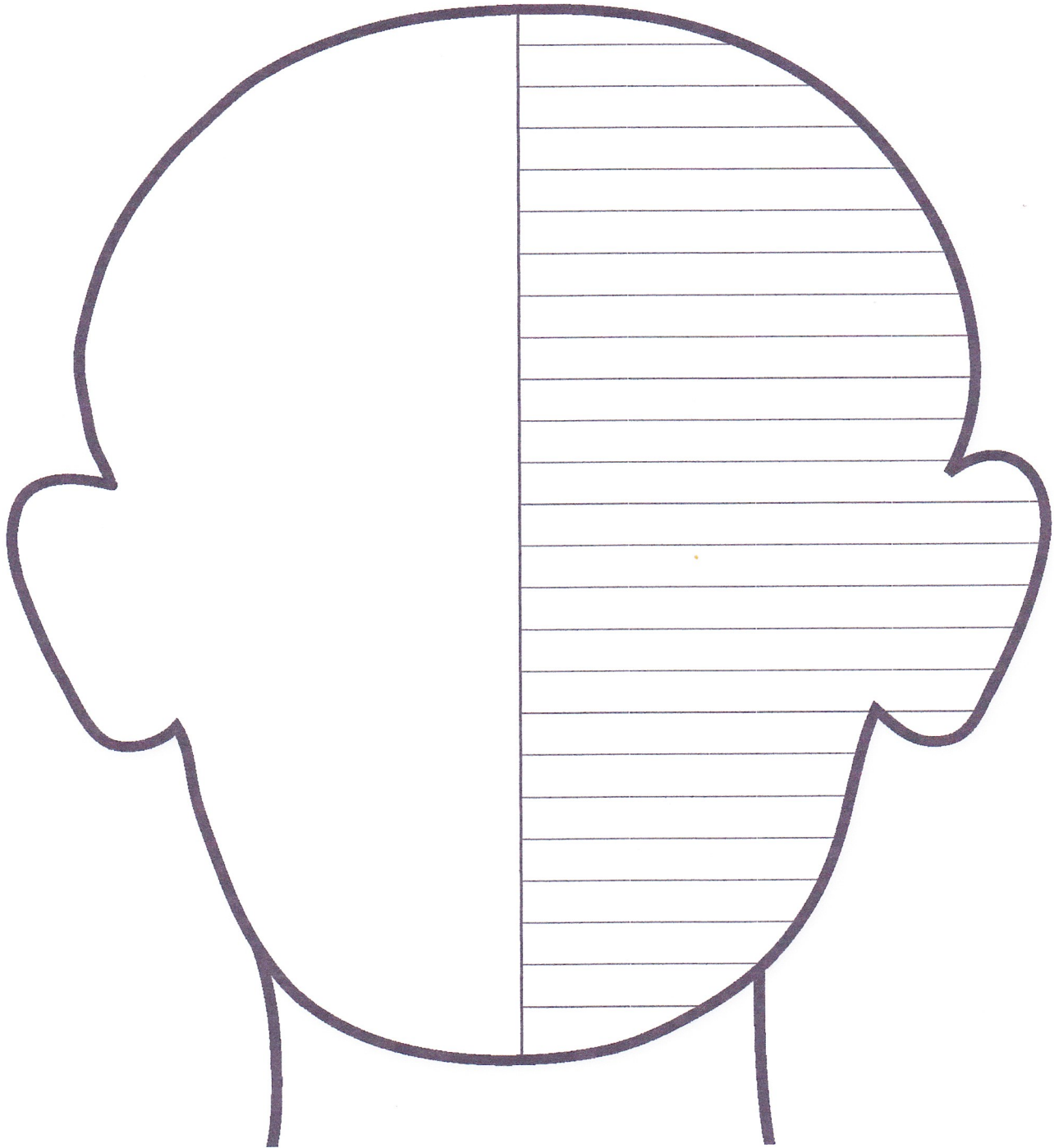
Relate this word to other words you already know how to spell.

Practise writing the word until it is firmly fixed in your memory.



QUICK WRITE, QUICK DRAW

On the diagram create a visual representation of the topic or concept. Then write a description of the topic.





When you finish your writing ...

Ask yourself questions about ...

What's my purpose?

- Have I said everything I wanted to say?

Checking the details ...

- What do I need to add?
- What do I need to take away?

Putting it in order ...

- Do the parts fit together?

Ask yourself questions about your reader ...

For my reader

Will what I have to say be clear?

Have I used

- complete sentences
- my best spelling?

Will people understand what I wrote?

