



# WRITING A GUIDE

## What is being tested?

- How well you appeal to the reader, the quality of your ideas and how well you present them.
- Your ability to use sentencing, grammar and vocabulary.

## Definition:

A guide is a piece of writing found in a newspaper, magazine or other publication. It gives information about a topic as it guides a reader to learn more about it.

## Structuring an article:

1. Give your guide a **title**. Many students use the word 'guide' in their title, along with the topic that they are writing about.
2. Your **opening paragraph** should outline the topic and what you intend to include.
3. Write two or three **main paragraphs** including specific details and ideas with plenty of personal opinions and information.
4. **Conclude** your guide. Give any remaining details or opinions.

## Techniques that you can use in a guide:

A good guide is usually persuasive or informative and encourages a reader to listen to the writer's views, advice and opinions. It should be full of interesting details to encourage the reader to try out or avoid what you are writing about.

Try using:

- use strong opinions so the reader is clear about how you feel about the topic/place
- use persuasive techniques such as expert opinion to show the reader that you are well-informed and want them to pay attention to what you write
- include specific details, such as the names of people, places or activities, to make the reader feel that you are knowledgeable and that they should listen
- use inclusive/shared pronouns such as 'we', 'our' and 'us' to make the reader feel the guide is a shared experience.

## TOP TIPS:

- ★ Start with a clear view of what your opinions are on the topic. Make these opinions constantly clear to a reader.
- ★ When developing details, include as much information as you can so the reader is more engaged and interested.
- ★ Do not be afraid to be honest. If you dislike the place/topic you are writing about, make it clear in your writing.
- ★ Stay focused on the task.
- ★ Give plenty of personal opinions.

## Writing a guide – tasks:

**2018** – Write a guide for other students persuading them to stay safe when using social media and the internet.

**Sample** – Write a lively guide for students at your school or college on how to lead a more environmentally friendly lifestyle.

**Sample** – Write a guide for new students at your school. Give information and advice to help them settle in quickly at your school.

## Making vocabulary lists helps to improve your vocabulary range:

**Positive:** stunning, attractive, bustling, tranquil, idyllic, crowded, unique, inspiring, serene, picturesque, charming, scenic, quaint.

**Negative:** deserted, bleak, dull, monotonous, dismal, miserable, grim, abandoned, gloomy, depressing, ominous, neglected, ancient.

## Next steps:

Read a range of different guides in your own time (for example a travel guide). Write down what works well. Are there any techniques that you can copy?

Work through some sample tasks and write a plan of what you might include.

Read your teacher's feedback when you next write a guide. What do they think you need to do to improve?

## Planning your content:

Before you begin, read the task carefully. It's really helpful if you **plan out** what you want to include.

