## English Home Language

## **CLASS TEXT & STUDY GUIDE**

Sue Jordaan, Lindi Clarke & Jeanne Maclay-Mayers





## Grade 10 English HL 3-in-1 CAPS

## **CLASS TEXT & STUDY GUIDE**

This easy-to-follow, learner-friendly Grade 10 English Home Language 3-in-1 study guide walks you methodically through the four main skills – Listening & Speaking; Reading & Viewing; Writing & Presenting; Language Structures & Conventions. It provides clear guidance on how to approach assessment tasks, including examples with hints and constructive comments.

#### **Key Features:**

- Step-by-step, manageable approach
- Comprehensive notes on each of the 4 skills
- Exercises with answers on each of the skills
- Exam papers and answers

This study guide complements the integrated approach emphasised in the curriculum by offering targeted support for specific sub-skills as well as integrated exercises.







# **English** Home Language

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#### THIS CLASS TEXT & STUDY GUIDE INCLUDES

- 1 Stimulating Notes on each of the four skills
- 2 Exercises
- 3 Answers

Plus two sample Exam Paper 1s and Memos





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## INTRODUCTION TO TRANSACTIONAL WRITING

Transactional writing is writing that is done for a particular purpose: it is functional.

If you learn the **formats** required in transactional writing and focus on the **purpose** of each piece, you will be able to use transactional writing pieces to improve your overall marks for writing.

Transactional writing is also important because, when you have left school, you will use it in your work and in your daily life.

When you write a transactional piece think about its **purpose**, because this will determine the **register** that you will use. Remember that register changes according to who is speaking, and to whom that person is speaking. A speech made by a political figure to the nation will be different from a speech made to honour a friend at his birthday party. A letter of complaint to the manager of a supermarket will be different from a letter to your sister. If you are aware of the purpose of a piece of writing you can make sure that your register and writing style are appropriate.

The table below is a summary of the main differences between a formal and an informal writing style.

FORMAL WRITING STYLE	INFORMAL WRITING STYLE
No contractions (e.g. write 'did not' and 'should have' out in full)	Use of contractions (e.g. 'didn't' and 'should've')
Polite, formal, sometimes academic tone (e.g. 'We are delighted that you are able to attend this function.')	Conversational, informal tone (e.g. 'Thanks for coming.')
Formal register (e.g. 'We request the pleasure of your company at dinner.')	Informal register (e.g. 'Please come for supper.')
No colloquial language, nor slang (e.g. 'Good morning, ladies and gentlemen' and 'satisfactory')	Use of colloquial language (e.g. 'Hi, guys' and 'OK')
Complete, grammatically correct sentences (e.g. 'I am feeling well.')	Includes some grammatically incomplete statements (e.g. 'Feeling good!')
Seldom uses the first person – usually written in the third person (e.g. 'The Grade 10s are unhappy because they')	Often uses the first person (e.g. 'We are unhappy because we')
Uses the passive voice at times (e.g. 'It has been decided')	Uses the active voice (e.g. 'We have decided')

Transactional texts are expected to be 180 – 200 words in length. This word count refers to the body of your writing; it does not include, for example, addresses in letters, or headings in reports.

Transactional pieces are assessed out of 25 marks:

- 15 marks are awarded for content, planning and format
- 10 marks are awarded for language, style and editing.

## **OFFICIAL / FORMAL LETTER**

#### (180 – 200 words for the body of the letter)

Official / formal letters are business-like. They are written to someone that the writer does not know about a serious issue.

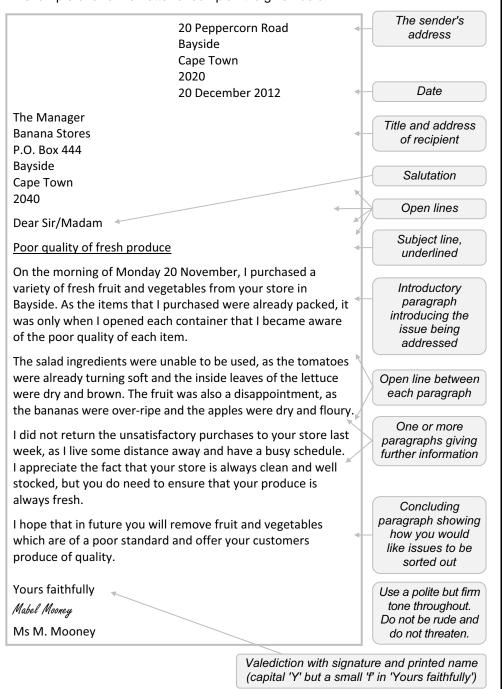
The register of formal letters is formal (see the table in the previous column). They must not be rude or sarcastic.

Formal letters include:

- the writer's address on the top right-hand corner of the letter and the recipient's address on the left-hand side
- the date under the writer's address
- the recipient's title above his/her address (e.g. 'The Manager') or the person's name, if you know it (e.g. 'Mr J.R. Moyo')
- a salutation (e.g. 'Dear Mr Moyo' or 'Dear Sir/Madam')
- a subject line
- an introductory paragraph
- paragraphs giving further information
- a concluding paragraph
- a valediction (e.g. 'Yours sincerely' if you know the name of the person, and 'Yours faithfully' if you don't)
- the signature of the writer
- the printed name of the writer.



#### An example of a formal letter of complaint is given below.



#### **Try This!**

#### **Exercise 12**

Write a formal letter in response to one of the following topics.

- 12.1 You have bought an article of clothing from a fashion store. There is something wrong with the garment and you would like your money back. Write a letter to: The Manager, Fabulous Fashions, P.O. Box 188, Durban, 4000, giving details about the defective garment and requesting a refund.
- 12.2 You live in a flat in the city. Across the road from you is a nightclub from which the sound of music and voices can be heard until the early hours of the morning. People fight in the streets and cars come and go throughout the night. This affects your ability to sleep and to do your school work. Write a letter to: The Manager, The In Scene, 444 Main Street, Johannesburg, 2121, to complain about this situation.



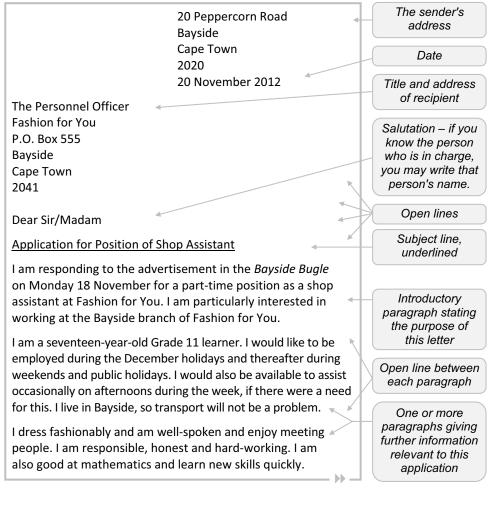
## **LETTER OF APPLICATION**

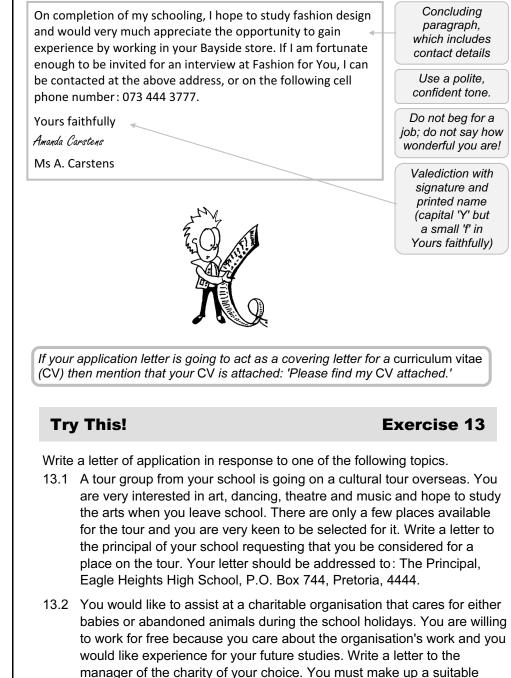
(180 – 200 words for the body of the letter)

When you apply for a job you normally need to write a **letter of application**. When a letter of application is accompanied by a *curriculum vitae* (see page 72) then it is often called a **covering letter**.

Letters of application could also be required when you are applying for study opportunities, scholarships or bursaries.

Below is an example of a letter of application for a job.





name for the organisation, as well as an address.

## CURRICULUM VITAE

(180 – 200 words)

A 'curriculum vitae' (CV) literally means the 'course of a life' in Latin. It is a summary of someone's life and is used by people to apply for jobs. Some people make the mistake of writing very long CVs. It is better to try to keep the information to one or two pages.

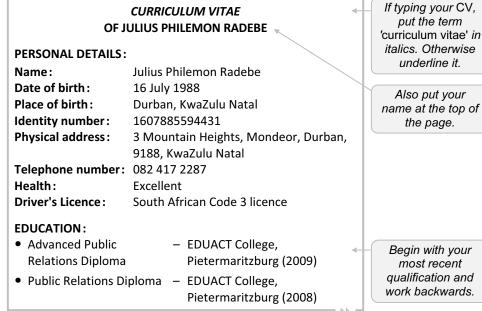
A CV is written in point form and must provide information under the following headings:

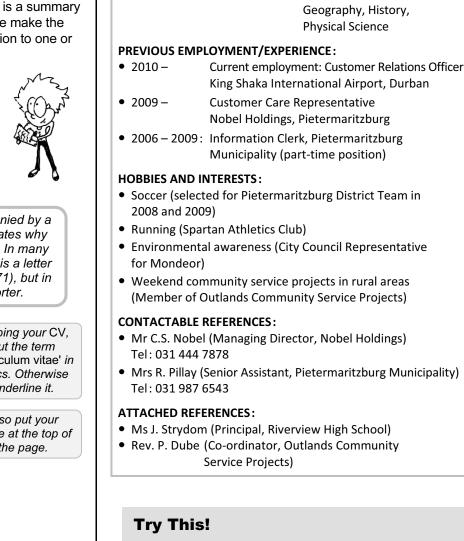
- Personal details:
  - Name

3

- Date of birth
- Place of birth
- Identity number
- Education
- Previous employment/experience
- Hobbies and interests
- Contactable referees
- Attached references.

An example of a CV is attached below.





• Senior Certificate

Begin with your most recent employment and work backwards. Give the year(s) when you held each job and state what your position was.

Give the name. position and telephone number of each person who can be contacted to give information about you.

Copies of references written by someone who recommends you can be attached.

#### **Exercise 14**

Write a curriculum vitae in response to one of the following topics.

14.1 Create a suitable CV for someone who wants to be employed as a waiter in a fancy restaurant.

Riverview High School.

Pietermaritzberg (2006)

- with English Home Language, IsiZulu, Mathematics,

14.2 Create the CV that you would like to be your own when you are 30 years old.

PRESENTING **WRITING AND** 



Driver's Licence

Physical address

Health

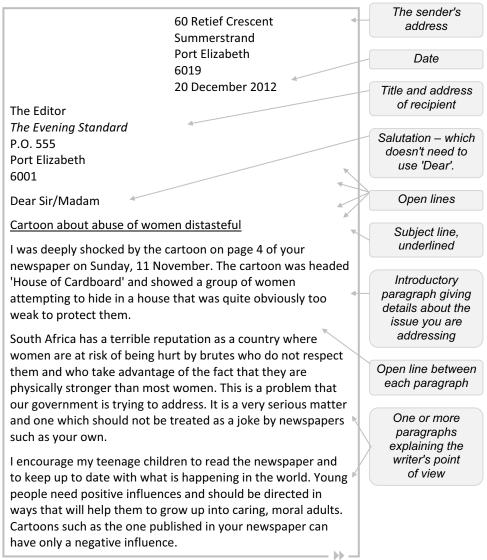
Telephone number

A CV should be accompanied by a covering letter, which states why you are sending your CV. In many cases this covering letter is a letter of application (see page 71), but in other cases it may be shorter.

## FORMAL LETTER TO THE PRESS

(180 – 200 words for the body of the letter)

A **formal letter** to the press is written in response to an issue that is in the news. Letters to the press allow readers to enter into debate and to express their own views on topics about which they feel strongly.



you se	t that you will be more careful in future regarding what elect for publication in your newspaper.	Concluding paragraph firmly stating the writer's future expectations
Shocked JONA	d THON SMITH	While being formal in tone the letter can also contain emotive words
	Valediction with a signature and printed name, or with a pseudonym and printed name	such as 'hurt by brutes'.
т	ry This!	Exercise 15
Writ 15.7 15.2	<ul> <li>of South African life. Write a letter to the press exp about this topic. Use the address for <i>The Evening</i> example of a letter to the press in the previous colu</li> <li>You are an animal lover who has been upset by so abused animals on the front page of the newspape editor of <i>The Evening Standard</i> expressing your sh the address for <i>The Evening Standard</i> used in the the press in the previous column.</li> </ul>	bribery in some areas ressing your views Standard used in the umn. Ime photographs of r. Write a letter to the lock and horror. Use example of a letter to

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## FRIENDLY / INFORMAL LETTER

(180 – 200 words for the body of the letter)

Informal letters are written to someone you know, often to someone you know very well, and they therefore use an informal register (see the table on page 69). However, if you are writing to a teacher, for example, you will be less informal than if you are writing to a close friend.



Source: Ildar Sagdejev (Specious)

Be sensible when you write informal letters for school purposes. If you want to get the best mark you can don't overdo the use of slang and don't use swear words.



WRITING AND PRESENTING

Source: Hira

An example of an informal letter of thanks is given in the next column.

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	87 Chartwell Mansions Bingley Street	address
	Fairview	
	Johannesburg	Date
	7898 1 October 2012	Open lines
Dear Michael 🛛 🔶		The salutation
party made my day. how much I love beir		d you and mame (unless it is a person
fantastic gift. After a author – I didn't ever	s on Sunday and was blown away by Il this time you remembered my fave n know that he had written a new bo	ovyour much older burite than the write bok. Do of the letter)
ime and race to finis conversations about each book was bette	we used to read his other books at the sh reading first? After that we had al who we liked most in each book and r than the one before. I can't wait to ! I'll think of you each time I pick it to	l of those d whether o start D of those D open lines D open lines D open lines D open lines D open lines D open lines
After all the excitement planning my party it	ent of looking forward to my birthda II be hard to get back to school and t un times seem to pass so quickly.	y and Paragraphs written in an
-	ch and not let such a long time pass . Good luck with your exams.	valediction
With love -		using the sender's first name

#### **Try This!**

#### **Exercise 16**

The conder's

Write a friendly letter in response to one of the following topics.

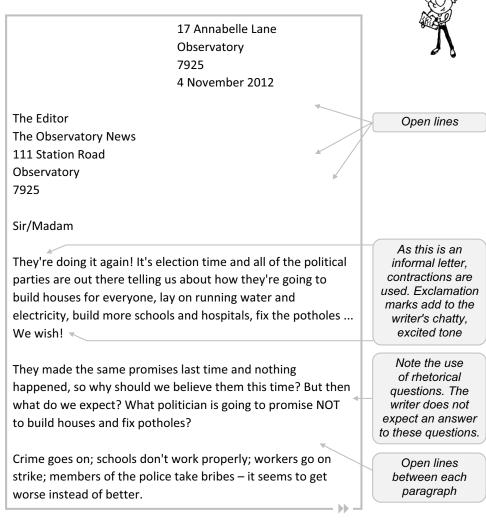
- 16.1 You have received a hand-knitted garment as a present from your aunt. The garment is so badly made that you cannot tell what it is! Write a letter of thanks to your aunt. Use your own or a made-up address on your letter.
- 16.2 You have had an argument with a friend. Write a letter to your friend explaining your point of view and requesting that you reconcile. Use your own or a made-up address on your letter.
- 16.3 You will be celebrating your birthday at home next Saturday. Write a letter to your difficult neighbour, Mrs Peasbody, explaining the situation and warning her that there may be noise and activity on your property on Saturday night. Use your own or a made-up address on your letter.

## **INFORMAL LETTER TO THE PRESS**

(180 – 200 words for the body of the letter)

**Informal letters to the press** address an issue and the editor in a chatty and often humorous manner.

An example of an informal letter to the press is given below.



In my opinion no political party is going to make the difference The writer ends that we so badly need. I feel that it's time for us ordinary with an emotional, citizens to do what each of can do to make our country better. informal appeal. Treat other people in the way that you would like them to treat you: obey the law: pick up your own litter: do the work that you are paid to do. Come on, South Africans! We can do it! Use a pen name Keep Hoping and a real name in JOHN HOPE the valediction. These days. letters to the editor will often be sent bv email rather than post. Exercise 17 **Try This!** Write an informal letter to the press in response to one of the following topics. 17.1 Elections for councillors are being held where you live. Encourage everyone in your area to vote. 17.2 There is a great deal of litter in the area where you live. Write about this problem and possible solutions for it. 17.3 Your neighbourhood came together for a street party which was a great success. Write about this party and encourage other neighbourhoods to follow your example.

WRITING AND PRESENTING

PRESENTING

WRITING AND

## OBITUARY

(180 – 200 words)

An **obituary** is a public notice written in response to someone's death. It often includes a short positive biography. The style of an obituary is formal and respectful.

An obituary must include details about the person's life and not just concentrate on his/her death. A sympathy message to the family and lines from a poem or other source can be included.

An example of an obituary is given below.

Use the thirdperson voice.

#### **OBITUARY: JANE SMITH**

Jane Smith (41) of Linden, Johannesburg, passed away on 7 August 2012 owing to a tragic motor accident.

She was born in Cape Town on 20 June 1970 to Roger and Mary Smith. Jane graduated from school in Cape Town and went on to study teaching at the University of Cape Town. She then moved to Johannesburg when she had completed her studies.

Jane was a passionate and inspirational teacher of English and an enthusiastic netball and athletics coach. Jane often said that she had so many children at school that she did not need to have children of her own.

Jane always put other people's needs before her own. She spent many days of each school holiday assisting at the Meadows Community Centre.

She is survived by her mother Mary, of Cape Town, and her sister Victoria van Rensburg, of Bathurst.

In lieu of flowers, the family is requesting that donations are made out to the Meadows Community Centre.

Jane's funeral will be held on Friday at 2.30pm at St. Joseph's Church, Linden.

The first paragraph contains name, age, residence, cause of death and date of death of the deceased.

The second paragraph gives date and place of birth, and details of the deceased's education.

Then one or more paragraphs give details of the deceased's achievements and anecdotes about his/her life.

A paragraph near the end of the obituary gives details of the members of the deceased's family who have outlived her.

The last paragraph should give information about the funeral.

#### Exercise 18

Look up the details of a well-known and successful person who passed away in the last few years. Write an obituary using these details.

If you wish you can write on one of the people shown below.

**Try This!** 



**Steve Jobs** 



Michael Jackson

## AGENDA AND MINUTES OF A MEETING

(180 – 200 words combined, minus the headings)

The agenda and minutes of a meeting are neutral and factual. They are meant communicate information accurately.

#### AGENDA OF A MEETING

The **agenda** is a list of what will be discussed at a meeting.

An example of an agenda is given below.

The heading of an agenda states the name of the meetir the date and time on which Agenda of the meeting of the will be held, and the venue in Students' Representative Council: which it will be held. 2 September 2011, 1pm, in the School Boardroom The items to be discussed a Activities: given in list form. 1. Welcome If the meeting is a recurring 2. Approval of minutes of previous meeting one, approval of the minute Introduction of new awards policy 3. of the last meeting takes place after the welcome, and issue Arrangements for end-of-year dance 4. arising from the last meeting Grade 8 uniform inspection 5. are then dealt with. 6. Health and safety policy An agenda ends with the 7. General item called 'General', which

#### MINUTES OF A MEETING

The **minutes** of a meeting are a record of what happened at the meeting. They are based on notes taken during the meeting, and are kept so that reference to them can be made to check on what was discussed or decided upon at a previous meeting.

The minutes do not need to reflect everything that was said in the meeting. They must focus on the decision that was taken regarding each of the items on the agenda.



F A MEETING s the headings)	Minutes of the meeting of the Students' Representative Council: 2 September 2011, 1pm, in the School Boardroom	The heading states the name the meeting, the date and on which it was held, and venue in which it was he
I factual. They are meant to	Present :     Apologies :       Mrs H Ryan (HR) – Chair     Joshua Prinsloo (JP)       Jack Jones (JJ)	are the names of those w attended the meeting; und
eting. The heading of an agenda	Connie Moyo (CM) Siva Naidoo (SN) Francis Walsh (FW) 1. HR welcomed members to the meeting.	the heading 'Apologies' are names of those who excus themselves; and under th heading 'Absent' are the na of anyone who did not arr for the meeting and did n offer an excuse.
states the name of the meeting; the date and time on which it will be held, and the venue in which it will be held.	2. JJ asked that the closing time for the dance should be added to the previous minutes. This was accepted and the previous minutes were approved.	The minutes follow the or of the agenda.
The items to be discussed are given in list form. If the meeting is a recurring	<ul> <li>SN explained the new awards policy and will present this policy to the school on Friday</li> <li>9 September.</li> </ul>	In numbered points, the min record what was discussed the decisions that were ma
one, approval of the minutes of the last meeting takes place after the welcome, and issues arising from the last meeting are then dealt with.	<ol> <li>HR suggested that Mrs Sithole should be the teacher in charge of the dance, which was agreed on unanimously. HR will set up a meeting with Mrs Sithole.</li> </ol>	If action is to take place on item the name of the pers responsible for this is mentio
An agenda ends with the item called 'General', which is an opportunity for those at the meeting to raise additional points.	<ol> <li>FW offered to organise the Grade 8 uniform inspection. He will ask JP to help him.</li> <li>HR will circulate copies of the updated Health and Cefety Delignin properties for discussion</li> </ol>	Minutes are written in the past tense. A formal regist and a concise and object style is used.

- and Safety Policy in preparation for discussion at next week's meeting.
- 7. General:

FW reported that the Grade 10s feel that they have too many tests each week. HR will raise this issue with the principal.

The meeting closed at 4:35 pm.

### **Try This!**

#### **Exercise 19**

Write the agenda and minutes for the meeting of your school film society.

ime of d time d the eld.

3

sent' who nder re the used the names rrive not

order

ninutes ed and nade.

n anv rson tioned.

the nister ctive

Some recorders of minutes use the initials of each person at the meeting instead of writing their full names each time.

## FORMAL REPORT

(180 – 200 words)

Like the minutes of a meeting, a report gives exact information about something which has happened, or which is being investigated. A report of a crime, or a motorcar accident, will give details about where the incident happened, when it happened, who was involved, and how the accident took place. A report into an issue, such as the amount of homework given to Grade 10 learners at a particular school, will investigate the situation and make findings.

A formal report must be objective. Emotional language should be avoided. Technical language may be necessary.

An example of a formal investigative report is given below.

Report into the amount of homework allocated to Grade 10 learners at Riverview High School

For attention: Mrs Mckenzie (Principal)

#### Terms of reference:

As requested by the principal, this report investigates the amount of homework being allocated to Grade 10 learners.

#### Introduction:

The Grade 10 SRC representatives approached the school's executive regarding the amount of homework that they receive each day, including weekends. Grade 10s are expected to do what amounts to 3-4 hours of homework each evening, and approximately 8 hours of homework each weekend.

#### Method of investigation:

The teachers of Grade 10 classes submitted lists of the homework that they have given to the learners in their subjects over the last 4 weeks to the school executive. The Grade 10 SRC representatives confirmed that this information is accurate.

#### Findings:

AND PRESENTING

WRITING

The number of homework hours expected by each subject teacher per week, including weekends:

• Home language : 2 hours • First Additional Language: 2 hours • Mathematics: 5 hours • Health Sciences: 3 hours • Physical Science : 4 hours • History: 7 hours • Geography: 8 hours

⊢	Title
	Headings
	Use the
ŀ	third-person voice.
	The introduction gives
	the background and
	aim of the report.
	Situations that are
K	ongoing will be
	reported on in the
	present tense.
	procent tenee.
	Events that are past
	will use the past tense.
	The method-of-
$\mathbb{N}$	investigation section
Ľ	explains how the
	investigation is being
	conducted.
	The facts that are
	found out are
	aiven in the

findings section.

Conclusion: Those learners who study History and Geography have an excessive work load. **Recommendations:** The language teachers should increase homework time to 3 hours per week.

Mathematics should retain 5 hours per week, as daily practice is needed.

All other subjects should ensure that homework does not take longer than 2 hours per week.

References: Bulbulia, J.C. 2009. 'Homework in the Senior School Phase' In New Educational Journal. Vol. 19.

10 April 2012

1 Lewis

Isla Lewis

#### **Try This!**

Write a formal report in response to one of the following topics.

- 20.1 You have been asked to inspect the classrooms and facilities for sport at vour school to see what is still needed. Write a report as a result of your inspection.
- 20.2 A Grade 8 learner at your school has complained that he/she is being bullied by a group of learners in a higher grade. Investigate the complaint and write a report about it.
- 20.3 The principal of your school is considering changing the leadership structures for senior learners. Investigate the present structures within your school and write a report as a result of your investigation.

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The conclusion must be based on the findings.

The recommendations should be based on the findings and the conclusion.

References and

appendices (additional,

relevant information on

separate pages) can be included.

Sign and date

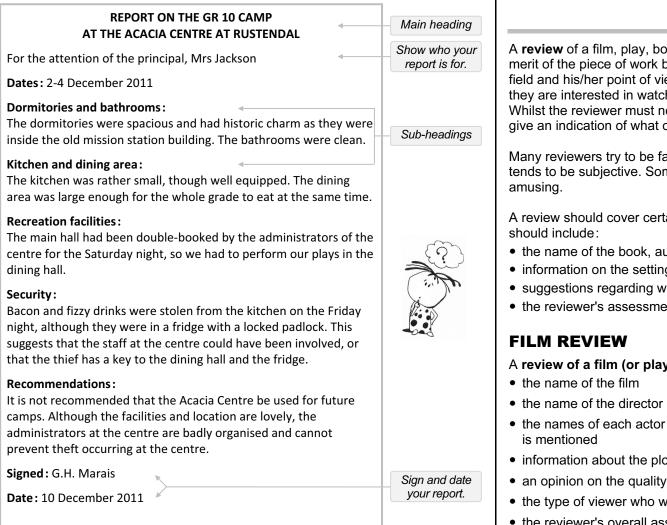
your report.

### **INFORMAL REPORT**

(180 – 200 words)

The informal report needs a main heading, it needs to be addressed to someone specific, and it needs to be signed and dated.

The information needs to be structured under appropriate sub-headings. However, these are not pre-determined; you should choose sub-headings that are appropriate to the subject of your report.



**Try This!** 

#### **Exercise 21**

3

Your school is considering introducing ballroom dancing as an extracurricular activity. You have been asked to find out whether the learners would like this addition to the after-school schedule, and whether they would have time to do more than they are already doing. Write an informal report summarizing your investigations and findings for the school principal.

## REVIEW

(180 – 200 words)

A review of a film, play, book or restaurant gives the writer's opinion about the merit of the piece of work being reviewed. The reviewer is usually an expert in the field and his/her point of view is intended to help others decide whether or not they are interested in watching, buying or visiting whatever is being reviewed. Whilst the reviewer must not spoil someone else's own experience, he/she must give an indication of what can be expected.

Many reviewers try to be fair, but because a review is a personal response, it tends to be subjective. Some reviewers become famous for being cutting or

A review should cover certain points. For example, a **review of a book** 

- the name of the book, author and publisher, and the price of the book
- information on the setting, theme, genre, characters, plot and style
- suggestions regarding who will like the book
- the reviewer's assessment of the book's worth and quality.

A review of a film (or play) will include:

- the names of each actor and actress in brackets the first time each character
- information about the plot, the setting, the characters and the theme/s or mood
- an opinion on the quality of acting or directing
- the type of viewer who will like the film

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• the reviewer's overall assessment of the film's worth.

A play review will also give information about where the play is being performed, and on what dates.



Title with the name

of the film and the

reviewer's overall

opinion of it, separated

by a colon

An example of a film review is given below.

#### HARRY POTTER AND THE DEATHLY HALLOWS: PART 1 IS WAY DARK AND PRETTY TERRIFIC

Luke Y. Thompson

Former boy wizard Harry (Daniel Radcliffe), now fully grown, appears in his darkest movie to date (thematically and literally). He and Ron (Rupert Grint) and Hermione (Emma Watson) scour a ravaged countryside searching for parts of Lord Voldemort's (Ralph Fiennes') soul.

Big-budget sequels to kids' movies don't get much grimmer than this one, which begins with torture and a scary snake, features the deaths of major characters, constantly reminds us that others are being massacred, and generally has our heroes feeling hopeless about 90 percent of the time.

Leaving the confines of the Hogwarts magic school, Harry, Ron and Hermione warp back and forth across barren landscapes. Voldemort's hot on their trail, which he demonstrates by unleashing destruction anytime the trio ventures near friends or heavily populated events.

Director David Yates, who has become steadily better at these films since a shaky start on *Order of the Phoenix*, never lets us forget that we are seeing a world at war, albeit a magical one ... and the good guys are losing.

If you're a fan, it's everything you've wanted. If not, be aware that this isn't the movie to get started with.

Source: Adapted from: Thompson, L.Y. 'Movie Review: Harry Potter and the Deathly Hallows: Part 1 Is Way Dark and Pretty Terrific' In *Movie Reviews*, [online] http://www.msnbc.msn.com/id/42852700/ns/world news Names of main characters, with the names of the actors and actresses given in brackets

Comments about the mood

Plot information

Setting information

#### Name of director

Comments about the quality of the directing

General advice about whether to go and see



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#### **RESTAURANT REVIEW**

A restaurant review should include:

- a catchy heading that suggests whether the review will be positive or negative
- the name of the restaurant and information on the type of food served
- the address
- the setting and atmosphere
- information about the price and quality of the food
- information about the quality of the service
- the reviewer's recommendation (or not) of the restaurant.

An example of a restaurant review is given below.

TIME FOR A TREAT AT TREATS	A catchy heading with the name of the restaurant
It is not by chance that Treats, designed for young consumers, is near three schools in Bayside. It is open between 7:00 a.m. and 6:30 p.m. from Mondays to Fridays.	suggesting the review will be positive
The usual breakfast fare – bacon, eggs, tomatoes and sausages – is available, as well as hamburgers and chips and a variety of	Information on the type of food served
toasted sandwiches. Those with more money and time to spend may choose lamb chops or roast chicken. A range of desserts is also available each day. Treats is not licensed to sell	Information about the price of the foo
alcoholic beverages, but it does offer all sorts of cold drinks, coffees and milkshakes.	Information about the quality of
The cheeseburgers are meaty and moist. The lamb chops are 🛛 💆	the food
cooked to perfection and accompanied by creamy mashed potato and fresh vegetables. Delicious chocolate mousse and filter coffee complete one's meal.	Information about the quality of the service
My only concerns are that the service is slow – this could be a $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	
problem for students on a tight schedule – and that the décor is rather bleak. The unadorned walls and white plastic tables and <sup>d</sup> chairs are uninviting. These small problems could, however, be	Information on setting and atmosphere
easily put right by the management of Treats who serve affordable meals of generous proportions.	Balanced summar of good and
Find Treats at : 20 First Avenue, Bayside	bad points
Tel: 021 447 9988	Address

Write a review on a film you have watched recently or a restaurant that you have eaten at.