



Pearson
Edexcel

International GCSE English Language A

Additional guidance on the transactional writing tasks for International GCSE English Language A



Additional guidance on the transactional writing tasks for International GCSE English Language A (linear and modular), Paper 1

Guidance on the transactional writing types that have been set (sample assessment materials to the November 2023 exam series)

You can access a full [summary of all questions set](#) (Edexcel Online login required for the most recent paper summary).

Paper 1 text types which have been set:

- Article for a magazine or newspaper
- Speech
- Letter
- Guide
- Review
- Text of a leaflet.

The questions set may refer to a digital location for the texts, such as a website. This does not impact on the expected format of the writing.

This document provides additional reassurance and guidance on the expected features of each form for transactional writing, addressing some frequently asked questions.



Format and structuring of texts

For each text type, students should think about the **audience**, **form** and **purpose** named in the question and plan a response which addresses those.

The response should be written in continuous prose, and students should not, for example, attempt to reproduce graphically the appearance of a newspaper article using a larger font headline, images or columns. Students should use linguistic features (for example, paragraphs, different sentence types, discourse markers and content) to structure their writing in effectively sequenced paragraphs. Every mark scheme, regardless of text type, under 'form' notes: 'There should be clear organisation and structure with an introduction, development of points and a conclusion'.

For some text types, predominantly an article or a section for a guide/leaflet, it may be appropriate to make sparing use of bullet points in addition to continuous prose. However, for most tasks, structuring writing in sentences and paragraphs is recommended.

The mark scheme for each question paper gives an outline of the expected form of responses. Teachers and students can look back over past mark schemes to see the comments for each text type set. Examiners emphasise in each mark scheme that students may use a range of approaches when responding to the question, indicating that they will accept any reasonable response to the question set.



Text type	Notes
Article	<p>Students may include:</p> <ul style="list-style-type: none"> ● Headline/title, strapline, sub-headings if appropriate. ● An introductory (overview) paragraph containing the whole article in a nutshell. ● Effectively sequenced paragraphs explaining each aspect of the article in more detail. <p>Not required:</p> <ul style="list-style-type: none"> ● Columns, images, or by-line.

Text type	Notes
Letter	<p>Students may include:</p> <ul style="list-style-type: none"> ● An appropriate initial greeting and letter ending, according to the formality of the context named in the question ('Dear Sir/Madam' with 'Yours faithfully'; 'Dear Ms Prendergast' with 'Yours sincerely') or for informal/peer audiences ('Dear Jamal' with 'Best wishes, Sam'). ● Other typical formulations such as 'I look forward to hearing from you' for letters of application or requests for action from a headteacher, for example. ● A date as this is a usual feature of a handwritten letter. <p>Not required:</p> <ul style="list-style-type: none"> ● Addresses of sender or recipient. ● Any special layout with addresses.

Text type	Notes
Review	No special features are expected.

Text type	Notes
Text for a speech	<p>Students may include:</p> <ul style="list-style-type: none"> ● A suitable opening which makes clear that an audience is being addressed. ● A suitable closing formulation to flag to the audience that the speech/talk is ending. <p>No other special features are expected. Students should not format their writing as a script.</p>

Text type	Notes
Guide or leaflet	<p>Students may include:</p> <ul style="list-style-type: none"> ● Present some information using bullet points, but they should predominantly use continuous prose. ● Make use of sub-headings. <p>No other special features are expected.</p>