

Competition Entries

Functional Writing

www.aoifesnotes.com

Form

- Usually dictated by the person or organisation setting the rules and regulations.
- If there is no layout specified, then choose one that suits you best.
- Simple is best: one or two paragraphs outlining the reasons why you should be chosen.

Length

- Sometimes specified.
- Example: 150 words is between fifteen and twenty lines (half and two-thirds of a page) of your exam booklet.
- No need to count the words! The examiner will not. Stay roughly within the limits.



Content

- Check and double check!
- How many pieces of information are you asked to include?
- Is the word 'and' used in the question? If so, it may mean that there are two or more topics that you need to cover in your answer.



Language - Register

- Be persuasive.
- Strong adjectives and adverbs
- Few or no qualifiers such as 'quite' or 'fairly' as they weaken your case.
- Would you give a place on a space mission to someone who said they were 'quite good at science'?



And finally...

- Read the sample answer in the Functional Writing section of this website. Hopefully it will be helpful
- www.aoifesnotes.com

