

## SECTION B: TRANSACTIONAL WRITING

### QUESTION 2

write 110–120 words on the topic «

#### 2.1 FRIENDLY LETTER

You have a friend or relative who is thinking of taking up boxing as sport. Write a letter to your friend or relative explaining whether you think this is a good idea or not.



Consider the following when writing a friendly letter:

- The letter should be logical and pursue the intended point to the end.
- The tone should be friendly but respectful.
- Include the following aspects in the format:
  - Address of the sender
  - Date
  - Greeting/Salutation
  - Introductory paragraph/Body and Conclusion
  - Suitable closing
- Mention the argument FOR or AGAINST the decision of a friend or relative taking up boxing as a sport.

[10]



## 2.2 DIALOGUE

A Grade 7 learner has been caught cheating by his/her teacher during the end of the English First Additional Language examination. Write a dialogue between the teacher and the learner.

Consider the following when writing a **dialogue**:

- Write the names of the characters on the left side of the page.
- Use a colon after the name of the character who is speaking.
- Use a new line to indicate each new speaker.



[10]