SPECA QUESTION 5 PLANNING MAT

Paper 2, Question 5: viewpoint writing

Plan for about five minutes before you write. Know your view, your reader and your form before the first sentence.

24 **Content and organisation (AO5)**
A clear viewpoint, the right tone for the reader, and a well-ordered argument.

16 **Technical accuracy (AO6)**
Vocabulary, sentence variety, spelling and punctuation.

Step 1: Read the task (one minute)

Form: article / letter / speech / essay (circle one)	My reader will be	My purpose: to argue / persuade / advise (circle one)	My view in one sentence

Step 2: Five-minute plan

Opening: a hook and my view

Point 1: my strongest point, with an example

Point 2: a different point, with an example

Point 3: a short point, or an anecdote

Other view: what people might say, and my reply

Ending: my view in fresh words, and a final thought

Step 3: Pick your techniques

Tick the ones you will use

- ☐ rhetorical question
- ☐ direct address (you)
- ☐ anecdote
- ☐ list of three
- ☐ emotive words
- ☐ counter-argument

Words that match my reader (formal or friendly)

Step 4: Check as you write

Opening checklist

- ☐ My view is clear within the first paragraph
- ☐ There is a hook: a question, a surprising fact or a short story
- ☐ The tone suits my reader
- ☐ I have used the right start for my form (Dear ..., or a title)

Ending checklist

- ☐ I say my view again in fresh words
- ☐ I end on a strong final line or a call to action
- ☐ I have not added a brand new point
- ☐ I used the right sign-off for my form

Accuracy checklist (AO6)

- ☐ Spelling: I checked tricky words and homophones (their, there, they're)
- ☐ Punctuation: capital letters, full stops, commas in lists, apostrophes
- ☐ Sentence variety: a short sentence for impact, a long one for detail
- ☐ Vocabulary: I swapped three plain words for precise ones

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