Use your English

O Level 1123

Name: _____ Date: _____

Plan before you begin

Check the audience, purpose and required length. Organise your ideas, write or speak, then check meaning and accuracy.
Example: A clear paragraph has one main idea with useful supporting detail.
Complete both activities. Plan your ideas first. Use your own details when requested. Continue on another sheet if needed.
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Try it yourself

1. Write a letter of 170-200 words to the organiser proposing another practical improvement. Use a courteous, reasoned voice. This is a shortened selected-skills task.

2. In 30-40 words, explain one choice you made for your audience or intended effect.

Adapt the message to a purpose

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Understand the idea

Read once for the main idea. Read again to find the detail or evidence needed for each answer.
Example: A question beginning Why needs a reason supported by the text.
Read this new situation carefully. Use only the stated facts for the first answer. Then improve the sentence and apply the idea to a new situation. Check meaning, punctuation and the reader's needs.
පාඨය කියවා තොරතුරු සොයන්න. පසුව ඔබේම අදහස පැහැදිලිව ලියන්න.

A youth club plans a weekend reading event. Its organiser writes that the event will be a perfect experience for every visitor. A volunteer suggests a more useful invitation: describe the activities, explain how to join and give a contact point for questions. Families may have different interests and access needs, so a broad promise cannot replace practical information.
සියලු දෙනා සතුටු වන බව පොරොන්දු වීමට වඩා ප්‍රායෝගික සිදුවීම් තොරතුරු ආරාධනයකට උපකාරී වේ.

Try it yourself

1. Why might practical details serve the invitation's purpose better than the word perfect?

2. Improve this sentence: Everyone will love the event because all people likes reading.

3. Write a short invitation paragraph for families. Include two fictional activities and an enquiry route, then identify one deliberate language choice for the audience.