



# Mossfield Primary School Knowledge Organiser



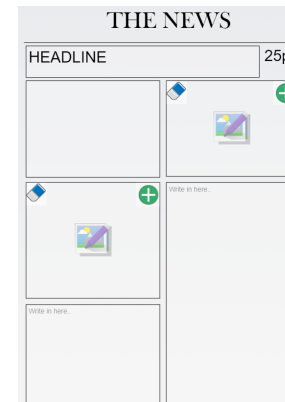
Year 4 — **Writing For Different Audiences.** This involves using word processing tools, such as Word, Google Docs or 2Publish Plus to write, edit and print different documents.

## Key Learning

To explore how font size and style can affect the impact of a text.



To use a simulated scenario to produce a news report.



To use a simulated scenario to write for a community campaign.

- Is the main message really clear?
- Are there one or two really good reasons as to why someone should do something?
- Does it appeal to people's feelings or sense of right and wrong?
- Does the layout catch the eye and make you want to read it in more detail?
- Does it use features such as humour, rhyme, alliteration and questions to make the message memorable?



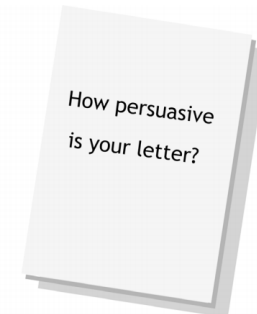
Does your letter explain who you are and why you are writing the letter?

Are there about 3 or 4 good reasons or arguments as to why the reader of the letter should do something?

Does it grab the reader's attention by using such features as questions, effective vocabulary or quotations?

Does it explain what the writer wants the reader to do?

Is each reason explained in a separate paragraph with supporting detail to back it up?



# Key Vocabulary

Font	The style of writing one can use when typing on a document.
Bold	This makes the text stand out.
Cursor	The flashing vertical line that shows your place in a document.
Document	A type of file which shows written information and/or images and sometimes charts and tables.
Italic	A style of formatting when the text is at an angle.
Template	A ready-made outline of a document you might want to adapt, such as a letter or certificate.
Textbox	A way to include text in a position that you want out of the usual flow of the document.
Underline	To draw a line underneath the font.
Word Processing tool	A programme which allows you to write, edit and print different documents.