

READING TIME · 5 MINUTES

01 MIND THE GAP



- Genre conventions and structures
- Audience targeted and reached
- Purpose of the author or publisher

SL: choose the text you can say *most* about — not the easiest-looking one.

HL: both. Decide the order now.

Pens down · 5 min

WRITING TIME BEGINS

02 UNPACK THE GUIDING QUESTION



- ▶ Circle the **two or three key words** in the question.
- ▶ **Define the variables.** Any vague term is undefined until you pin it down:

“an effect” → **which effect?**

“different readers” → **which readers?**

“appeals to emotion” → **which emotions?**

2–3 min



03 ANNOTATE: SEE · FEEL · RESPOND

SEE

What catches my eye?

layout · visuals · structure · organization · typography · conventions

FEEL

How does the author shape my emotions?

tone · diction · imagery · symbolism · figurative language · appeals

RESPOND

What does the author want me to think, believe, value, or do?

purpose · audience positioning · calls to action · persuasion · ideology · lasting message

9–11 min



04 CHOOSE A STRUCTURE & WRITE THE THESIS

Group your marks into **three**. Pick one shape and commit.

LINEAR

One part of the page per ¶, in the order it appears.

Use when the text has a clear sequence. **Risk:** becomes a list.

BY FEATURE

One technique, or cluster of techniques, per ¶.

Use when techniques repeat across the text. **Risk:** fragments the text.

BY CONCEPT **HIGHEST CEILING**

One idea per ¶.

Use when you can name the argument the text makes. **Risk:** floats free of the text.

THESIS = the question’s words + what the text does to its reader + how

2–3 min

PAPER 1 HAS ENDED

07 CONCLUDE & PROOFREAD



- 1 Open with a transition, then restate the claim in the question’s words.
- 2 Say what the choices add up to, not a list of your paragraphs.
- 3 Reach one implication beyond this text, in a last sentence that is short, declarative and about the world — not about your essay.

INSTEAD OF “IN CONCLUSION”

Ultimately · Taken together · In the end · What emerges · Above all · In closing

Proofread: spelling, punctuation, and legible handwriting.

8–10 min



06 BUILD THE BODY — SNAPSHOT · ZOOM IN · ZOOM OUT

TOPIC SENTENCE

question’s words + your idea



SNAPSHOT WHAT? — the writer acts. A claim with the detail inside it.



ZOOM IN HOW? — name the choice and unpack how it works up close.



ZOOM OUT WHY? — how well does this detail serve the whole? Purpose · audience · the question.

repeat 2–3 times · each snapshot is a **new claim**, not a new quote



CLOSING SENTENCE

question’s words again

40–50 min · ~15 min per paragraph



05 WRITE THE INTRODUCTION



- 1 Name the text type, author and date, precisely.
- 2 Give the main idea, the audience and the purpose.
- 3 Narrow from the whole text to the aspect the question asks about.
- 4 State a thesis that answers the guiding question in its own words, then name your three topics.

5–7 min