

GRADE 11 STUDY GUIDE | 2025

Creative and Transactional Writing

English Home Language

1. Creative Writing

Narrative Writing (Story)

- Choose a compelling opening: in medias res, vivid description, intriguing dialogue
- Develop characters through action, speech and thought -- not just description
- Create tension through conflict, foreshadowing and building climax
- Use varied sentence structure: short sentences for tension; longer for description and reflection
- Avoid clichés; use fresh, specific language
- End with resolution AND significance -- what does it mean?

Descriptive Writing

- Engage ALL five senses (sight, sound, smell, taste, touch)
- Use precise, specific vocabulary ("crimson" not "red"; "damp clay" not "mud")
- Vary sentence structure; use figurative language purposefully
- Describe from a consistent point of view (1st or 3rd person)
- Create atmosphere through word choice (diction) and sound

2. Transactional Texts

Formal Letter

- Your address (top right), date below that
- Recipient's name and address (left)
- Salutation: "Dear Sir/Madam" (formal, name unknown) or "Dear Ms Smith" (name known)
- Subject line in bold/underlined
- Body: clear paragraphs -- introduction, main points, conclusion
- Closing: "Yours faithfully" (no name used) or "Yours sincerely" (name used)
- Signature and full name below

Report

- Heading: TO, FROM, DATE, SUBJECT
- Introduction: purpose of report
- Findings: numbered sections with subheadings
- Recommendations: specific, actionable suggestions
- Conclusion: brief summary

-

Formal, objective language; impersonal tone; third person

Speech

- Address the audience directly: "Honoured guests, learners and teachers..."
- Hook: quotation, rhetorical question, startling fact
- Structure: introduction (establish purpose), body (3 main points), conclusion (call to action)
- Persuasive devices: repetition, rhetorical questions, inclusive language ("we", "us"), tricolon
- End memorably: echo the opening, call to action, memorable quote

Dialogue / Interview

- Set context in brief stage direction or introduction
- Each speaker's name before their words: "NANDI:", "INTERVIEWER:"
- Register matches the context (formal interview = formal language)
- Reveal character through what is said AND how it is said