

GRADE 8 | 2024

Creative and Transactional Writing

English Home Language

CAPS ALIGNED

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1. The Writing Process

- Prewriting: brainstorm, plan, outline ideas
- Drafting: write the first version
- Revising: improve content and structure
- Editing: fix grammar, spelling, punctuation
- Proofreading: final check before submission

2. Creative Writing: Narrative Essay

A narrative essay tells a story. It should have a clear beginning, middle, and end.

- Introduction: hook the reader, introduce characters and setting
- Body: develop the plot, create tension or conflict
- Climax: the most exciting or important part
- Resolution: the conflict is resolved
- Conclusion: tie up loose ends, reflect

TIP: Use descriptive language, dialogue, and varied sentence structures to make your writing come alive.

3. Transactional Texts

Formal Letter

- Your address (top right)
- Date (below address)
- Recipient's address (left)
- Salutation: Dear Mr/Ms/Sir/Madam
- Body paragraphs
- Closing: Yours sincerely (name known) / Yours faithfully (name unknown)
- Signature and printed name

Informal Letter

Uses a friendly tone, fewer formatting rules. Begin with Dear [name] and end with a warm closing.

Email

- Subject line: clear and specific
- Greeting: formal or informal depending on recipient
- Short paragraphs
- Professional tone if formal

4. Descriptive Essay

Describes a person, place, or experience in vivid detail. Appeal to the five senses: sight, sound, smell, taste, touch.