

OGT WRITING TEST TIP SHEET

Know the following writing information:

- Types of writing -
 - Persuasive – to convince the reader of something
 - Expository – to explain something
 - Narrative – to relate an incident or tell a story
 - Descriptive – to use the senses to make the reader feel what you feel, see what you see, hear what you hear, etc.
- Four reasons to write – to inform, to explain, to persuade, to entertain
- Techniques of persuasion – state the **facts**, state the **benefits** to the reader, state the author's **expertise**, connect **emotionally** with the reader (FBEE – however you remember that!)
- Letter writing – use the correct format, including address and date at top, Dear Mr. Jones, and closing at end (Ex: Your Friend, Fred) Hint – avoid Sincerely if you can't spell it!
- Use the writing process:
 - Prewrite – brainstorm, choose your best points, then organize them!
 - Draft – actually write your answer in the best way you can!
 - Revise/Edit – reread your answer and make changes as necessary!
 - Publish – this happens when you turn it in!
- Compare – means to show how objects or ideas are alike
- Contrast – means to show how objects or ideas are different
- Compare and contrast – don't forget to do both in an organized way!
- Order – put items in a given order; Ex: chronological, alphabetical, order of importance

- ❑ Introductory paragraph – includes a thesis statement, introduces the topic, states main ideas found later in the essay but doesn't go into detail about them, and provides context and/or the author's attitude toward the subject.
- ❑ Body – goes into detail about ideas presented in introductory paragraph, is organized into cohesive paragraphs, may include anecdotes (stories) and examples to make point clear
- ❑ Concluding paragraph – ties together main ideas from the essay and draws a conclusion, introduces NO NEW information, and is a logical result of the information presented in the body of the essay.
- ❑ Use transitions between paragraphs that show the relationship between them. For example, to show addition, use words like moreover, first, second, third, furthermore, too, in addition to. To show a time relationship, use: while, when, after, before, during, next, always, never. To show a comparison, use: similarly, likewise, by the same token, in similar fashion. To show contrast, use: however, but, nevertheless, notwithstanding, on the other hand.
- ❑ Vary your sentence structure! Remember, N2SSWTSW – no two sentences start with the same word, at least within one paragraph!
- ❑ Keep it real for a 14-15 year-old student, but don't fall into slang or AOL talk! Remember, even if it's a letter to a friend, it's really a test question! Use your voice in a sincere expression of who you are!

Writing Test-Taking Tips:

- ✓ The writing test is made up of two writing prompts, 10 multiple choice, and one short answer!
- ✓ The multiple-choice questions are worth one point each, so they will add up to ten points to help your score!
- ✓ On the two prompts, use the writing process – Prewrite (brainstorm), draft, and revise/edit.
- ✓ Underline the key words in the prompt. If it asks you to explain, make sure you make your point clear. If it asks you to describe, use the senses! If it asks you to tell about, chances are it's a personal story they're asking for! Do what the question asks!
- ✓ Really organize your thoughts in the prewriting step. Identify three main points to mention in your introduction, then support each point in the next three paragraphs

with clear explanations, examples, stories, etc. Finally, sum them all up in your conclusion and tie it all back in to the introduction.

- ✓ In the brainstorming step, there are no stupid ideas! Just write whatever comes to mind, and then once you stop writing, go through them and pick your best idea for further thought! Branch off from it with ideas that would make it the best piece of writing. If it doesn't work, then go back through the original list and perhaps pick another idea!
- ✓ Use the space provided in the test document for prewriting, but remember, it will not be scored! Don't forget to write your final copy in your answer document! Double check this step!
- ✓ Write well on both prompts! Remember, each prompt is worth 18 points! That's huge! You could pass just by writing two great prompt responses! But it will be difficult to pass with only one great prompt response!
- ✓ After you are finished writing your responses to the writing prompts, reread the question and make sure you answered what it asked!