GRADE 12
PAPER 3
CREATIVE WRITING

WRITE WITH PURPOSE

TIME	PAPER	PLUS
3 HOURS	1 ESSAY	2 TRANSACTIONAL TEXTS

INTRODUCTION

Paper 3 tests your ability to plan, write, edit, and present effective creative and transactional texts.



CREATIVE ESSAY

Tell a focused, well-structured story with purposeful language.

1. **Understand the topic**
   Choose a prompt you understand and can develop fully.
2. **Plan the storyline**
   Decide on the setting, characters, conflict, climax, and ending before you write.
3. **Create believable characters**
   Use actions, dialogue, thoughts, and description to reveal character.
4. **Build a clear structure**
   Write an engaging introduction, develop the plot logically, and give the essay a satisfying ending.
5. **Use vivid language**
   Add sensory detail, imagery, figurative language, and carefully chosen verbs.
6. **Edit with purpose**
   Check paragraphing, tense, punctuation, spelling, grammar, tone, and word count.

VISUAL PROMPT

Study the image carefully for its message, mood, setting, characters, and important details. Use the visual as inspiration, develop an original essay, and keep a clear link to what the image suggests. Do not merely describe the image.

TRANSACTIONAL TEXTS

Write for a clear purpose, audience, and context.

1. **Choose the correct format**
   Follow the conventions of the text type, such as a letter, speech, dialogue, article, diary entry, report, or review.
2. **Know your audience and purpose**
   Use language, tone, and register that suit the reader and the situation.
3. **Plan the key points**
   List the information or ideas that must be included before drafting.
4. **Use the right structure**
   Include the correct heading, salutation, introduction, paragraphs, conclusion, and sign-off where required.
5. **Make the message effective**
   Use relevant detail, persuasive or emotive language where appropriate, and a logical flow.
6. **Edit and check**
   Proofread language, punctuation, spelling, paragraphing, format, tone, and word count.

CREATIVE ESSAY QUICK CHECK

- **Original ideas** • **Clear plot**
- **Strong descriptions** • **Effective conclusion**

TRANSACTIONAL TEXT QUICK CHECK

- **Correct format** • **Clear purpose**
- **Suitable tone** • **Relevant content**

BOTTOM EXAM MODEL

1. Choose Select the topic and text type you know best.

2. Plan Organise your ideas before writing.

3. Write Develop your content with the correct structure and language.

4. Edit Proofread carefully and rewrite a neat final answer.

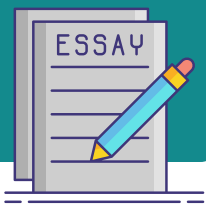
Know the format. Shape your ideas. Choose your words carefully. Proofread and edit before you submit.

GRADE 12
PAPER 3

Both text types must respond directly to the question and maintain a clear link to the topic.

5 ESSAY TYPES:

1. Narrative - tell a story with events and characters.
2. Descriptive - create a vivid picture using sensory detail.
3. Reflective - explore thoughts, feelings, and lessons learned.
4. Discursive - discuss different sides of an issue fairly.
5. Argumentative - take a clear position and support it convincingly.



TRANSACTIONAL TEXT TYPES

Choose the format required by the question and keep the content clearly linked to the topic.

FORMATS 1–13

- Formal letter (HL/FAL) - official communication with a formal tone and correct layout.
- Informal letter / friendly letter (HL/FAL) - personal communication using a friendly tone.
- Letter to the editor (HL/FAL) - expresses an opinion about an issue for publication.
- Letter of complaint (HL/FAL) - explains a problem and requests suitable action.
- Letter of application (HL/FAL) - applies for a position, opportunity, or place.
- Curriculum vitae (CV) and covering letter (HL/FAL) - presents qualifications and applies for a position.
- Agenda and minutes - lists meeting items and records decisions or proceedings.
- Speech - a spoken presentation written for a specific audience and purpose.
- Dialogue - a conversation between two or more characters.
- Interview - questions and answers that gather or present information.
- Review - evaluates a book, film, performance, product, or place.
- Newspaper article - reports news clearly for a newspaper audience.
- Magazine article - informs or entertains readers in an engaging article format.

FORMATS 14–26

- Report (HL/FAL) - presents factual information or findings in a structured format.
- Obituary (HL/FAL) - announces a person's death and remembers their life.
- Invitation card (FAL) - invites people to an event and gives important details.
- Flyer (FAL) - gives brief promotional or informational details about an event or service.
- Poster (FAL) - uses short, striking wording and visuals to attract attention.
- Advertisement (FAL) - persuades an audience to buy, support, or use something.
- Brochure (FAL) - provides organised information about a place, product, service, or event.
- Diary entry (FAL) - records personal experiences, thoughts, and feelings.
- Email (HL/FAL) - electronic communication written for a specific recipient and purpose.
- Blog post (FAL) - an informal online piece sharing ideas, experiences, or information.
- Instructions (FAL) - gives clear, ordered steps for completing a task.
- Directions (FAL) - explains how to travel from one place to another.
- Questionnaire (FAL) - uses questions to collect information or opinions.

FINAL CHECK

Answer the question. Link every paragraph to the topic. Use the correct format, audience, tone, and register. Edit before submitting.