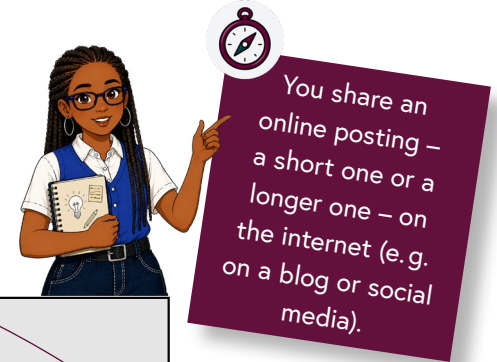


SHORT ONLINE POSTING: Fact Sheet



A task for writing an online posting can look like this:

This tells you about the **situation** you are in.

Your cat Scratchy is missing. You want to ask people for help and there are a few English-speaking families in your area. Write an **online posting** for social media.



This tells you **what** you should write.

This tells you **why** you should write this text.

Look at this picture carefully. It can give you **ideas** to describe the cat.

Look at these **bullet points** closely. They tell you what you should write about.

In your **online posting**, you should:

- explain why you are writing
- describe what Scratchy looks like
- say what people should do when they find Scratchy

Write around **40–60** words.

This tells you **how many words** you should write.



Look at this model text. It shows you all the features of an online posting.

Greeting

Hi everyone,

Opening & about bullet point 1:

Explain why you are writing.

About bullet point 2:

Describe what Scratchy looks like.

I'm writing because my cat Scratchy went missing near Maple Street Park. We last saw him yesterday morning.

He's a **small grey cat with green eyes, a white spot on his nose.** He has got a **red collar with his name on it.**

About bullet point 3 & closing:

Say what people should do when they find Scratchy.

If you see him, please **call me at 555-3728.** I really want him home soon!

(58 words)

Say hello to your readers.

*In a short online posting, you can **combine the opening and bullet point 1.***

Talk to your readers directly, so they want to comment.

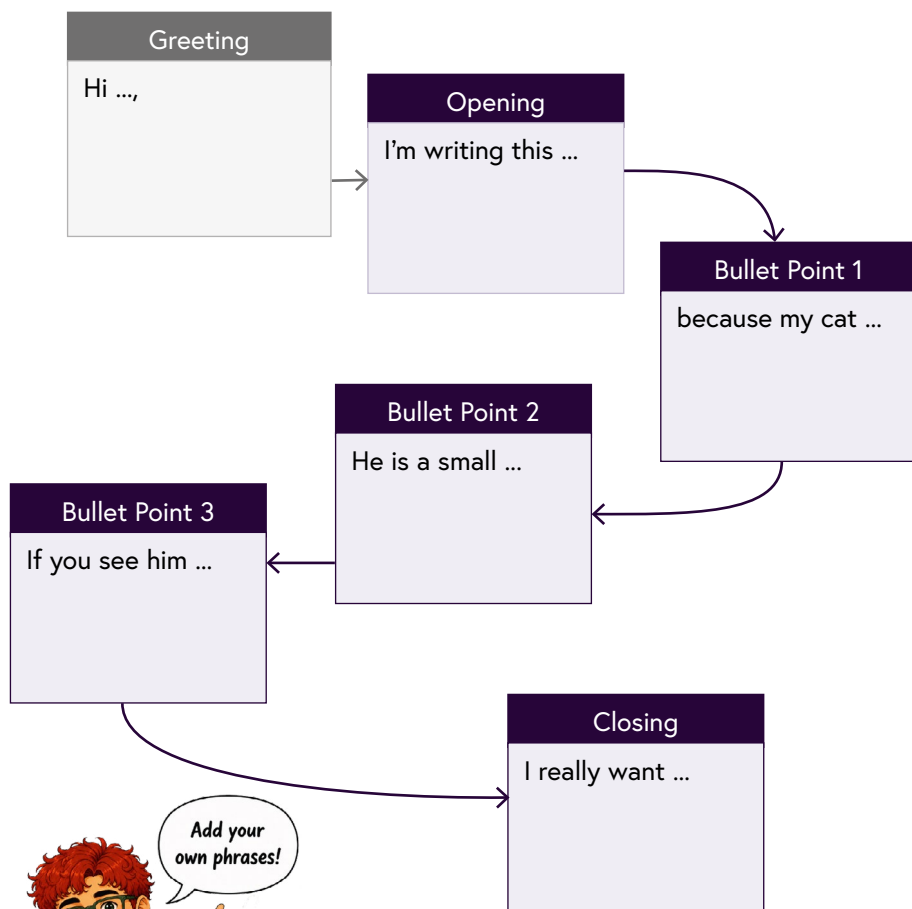


This is a **short text.** You should only write about two sentences for each bullet point.



SHORT ONLINE POSTING: Flowchart

Your online posting should include these parts:



SHORT ONLINE POSTING: Checklist



Use this checklist to see if your online posting includes everything.

Read these sentences. Have you done this? Then tick it off.



- optional: I wrote a greeting. ☐
- I wrote a short opening which says what my posting is about. ☐
- I wrote about all three bullet points. ☐
- I wrote about two sentences for each bullet point. ☐
- I connected the different parts in my posting (for example, I used pronouns). ☐
- I wrote a short closing. ☐
- I wrote a short posting (about 40–60 words). ☐
- I carefully checked my posting for mistakes. ☐

My notes:

