

Vertical writing on manuscript paper

The number of squares on the paper varies and you should always count them when you take the exam.

		ず	ま	日	に	
	サ	か	す	本	す	私
	ツ	し	。	ご	ん	は
Katakana lines go downwards.	カ	い	日	を	で	リ
	ー	で	本	べ	い	オ
	は	す	ご	ん	ま	で
	た	が	は	き	す	す
	の	、	ち	よ	。	。
	し	す	よ	う	15	イ
	く	き	っ	し	オ	ギ
	て	で	と	て	で	リ
	、	す。	む	い	す。	ス

If the sentence ends in the bottom square, put a full stop in the same square. The same for commas.

Start here and write down way. Leave the first square of each paragraph blank.

Full stops and commas are placed in the top right-hand corner of the square. The same applies to small characters.

You can write two-digit numbers in the same square. If it's more than three digits, write each number in a square using kanji.

Example. 500yen, the year 2024 and 15 years old

五	二	十
百	〇	五
円	二	才
	四	or
	年	15
		才

Style and formality for GCSE Writing

The following are examples of instructions related to the writing style.

- Write an email using a **familiar** style of language.

'Familiar' means some friendliness such as, 'How are you?'. It doesn't mean that you should use the casual or plain form. You should always use the polite form.

- Use language appropriate for a **formal** email.

'Formal' is just the normal polite form such as です and ます. You don't need to use the honorific expressions.