

Sequencing Information

A sequencing question checks your ability to put information into a chronological order.

There will be a sequencing task in both Unit 2 and Unit 3 examinations.

These tasks test your understanding of a text at sentence level.

Before Starting

1. Familiarise yourself with these questions from past examinations.
2. In Unit 2, the sequencing question usually appears in the editing section.
3. In Unit 3, sequencing questions are usually based on a brief or non-continuous text. You are required to order the information chronologically.
4. Read the question carefully. Make sure you have double checked exactly what you have been asked to present in your answer. In Unit 2, for example, you may be asked to write down which sentence goes in which position in the paragraph. Pupils who do not check the numbers carefully can make careless errors.

TOP TIP: *checking the options at word level*

When answering sequence questions, it is vital that you carefully check how the sentences relate to one another or could be linked. Sometimes a writer will use a word such as 'next', 'first' or 'after' – these serve as clues and help signpost the order of the sentences.

You can also check how the content might be related. Use your verbal reasoning skills to help you. For example, if the text is about making a cake, it would be reasonable to assume that mixing the ingredients would come before baking them. If you were studying something, you would begin by doing some research, not writing an essay.

Sequencing in an exam:

Unit 2

- To answer this question type you will be asked to sequence five sentences (numbered 1-5). The sentences will be based on a topic and will form a small paragraph.
- The information will not be in order and your job is to determine the order that makes most sense.
- Start by trying to work out the whole order of the paragraph.
- Next, check which sentences you need to write down in your answer. For example, you may be asked which sentence comes third in the passage.
- Write down your answer taking care to note down the correct corresponding sentence number.

Unit 3

- To answer this question type you will be asked to sequence the information given in a brief text (for example, a poster, a set of instructions or a bulletin).
- The information will not be in order and your job is to determine the order that makes most sense.
- You will be given one of the answers in your answer booklet. Your job is to work out the sequence for the rest of the information.
- Careful presentation of your answer is required here. Some candidates lose marks as they change the numbers of the answers and forget that they have been given one of the answers.

? Previous Questions

Unit 2

Read the text below which consists of sentences in the wrong order. Show your understanding by answering the questions that follow: [2]

1. After a frantic dash to the car, the butter was discovered beneath the driver's seat.
2. Firstly, he took the eggs and flour from his bag and put them on the worktop.
3. Harry began to assemble the ingredients he would need to make James a birthday cake.
4. He panicked when discovering that the final ingredient was missing.
5. After searching the cupboard, he was then able to add sugar and baking powder.

- a) Which sentence should come **third** in the text?
- b) Which sentence should come **fifth** in the text?

Unit 3

Text B explains what happens to a plastic bottle when it is thrown away. Put the information into order according to what happens to the plastic bottle. Stage one has been completed for you. [3]

- You throw away your plastic bottle. 1
- The whole process can take up to 1,000 years.
- Your plastic bottle usually ends up in a landfill site, a waterway or an ocean.
- Your plastic bottle will slowly degrade by breaking down into tiny particles that contaminate our soil and water.

TOP TIP: *Present answers carefully*

Many candidates fail to gain marks for these questions as they do not write down the correct numbers in their response. **ONLY** write each number once. If making a correction, make your final answer very clear.

Checklist for sequencing writing tasks:

- ✓ Have you read each question more than once?
- ✓ Have you checked what information is required in your answer?
- ✓ Have you presented your answer clearly?