

Tips for teachers

Writing

1. How to use the book?

- The book is constructed in such a way that each part builds on the one before it, so the best way to read the book is in the order of the chapters.
- You may, however, use it as a resource book as well (the chapters in Part Two contain practice tasks), and use the chapters that are of interest to you.
- Always read the sample scripts and the analysis of their features because it will help you to understand what makes a good piece of writing.
- Read the teaching tips and the tips for the language learner in the chapters in Part Two: they contain practical suggestions.
- Before rating any scripts, familiarise yourself with the writing scale given in Chapter 7 because the justifications and marks given for the scripts are based on it.
- Read each introduction in the chapters describing the criteria (Chapters 8-11) before starting to do the tasks that give you practice in rating.
- First rate the scripts, write your justifications and then consult the Key.
- Refer to the teaching implications sections in each of Chapters 8-11 for ideas concerning how to teach the aspects of writing discussed in that particular chapter (for example, how to improve students' audience awareness).
- If you have difficulty in understanding the terminology used in the book, go to the Glossary in the Appendix.

2. How to use the practice tasks?

- Make sure your students practise each task type presented in the book.
- Pre-teach the text type before giving students practice tasks (you may want to use the sample scripts and their analyses to illustrate good and bad features of student writing).
- Observe the time limit specified for the tasks (you may want to adjust it to the proficiency level of your students).
- Discuss with your students the strategies needed for the successful completion of the writing tasks in classroom and examination situations (refer to the practical tips for help).
- Students must practise writing under time pressure.