

**ELT Methods and Practices**

**Unit 8: Dealing with Writing Skills**

Evdokia Karavas

School of Philosophy

Faculty of English Language and Literature

Contents

[Task 1 3](#_Toc429521565)

[Task 2 3](#_Toc429521566)

[Task 3 4](#_Toc429521567)

# Task 1

You are now in the process of writing projects/assignments for various courses you are attending at University. Think about the stages you go through from the moment you decide on the assignment topic to the moment you hand in your assignment. What stages/steps do you usually follow?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………….…………………

# Task 2

Consider some text types you would use in a class for young learners at elementary level: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Consider some text types you would use for a class of teenagers at intermediate level: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

The tables below which list various text types may help you in deciding.

| **Personal writing** | **Public writing** | **Creative writing** |
| --- | --- | --- |
| Diaries,Journals,Shopping lists,Reminders for oneself,Recipes,Addresses. | Letters of enquiry,Letters of complaint,Letters of request,Form filling applications. | Poems,Stories,Rhymes,Drama,Songs,Autobiography. |

| **Social writing** | **Study writing** | **Institutional writing** |
| --- | --- | --- |
| Letters,Invitations,Notes of condolence,Notes of thanks,Notes of congratulations,Emails,Telephone messages,Instructions to friends/family. | Making notes whiles reading,Taking notes from lectures,Making a card index,Summaries,Synopses,Reviews,Reports of experiments,Reports of workshops,Reports of visits,Essays,Bibliographies. | Agendas,Minutes,Memoranda,Reports,Reviews,Contracts,Business letters,Public notices,Advertisements,Posters,Instructions,Speeches,Curriculum vitae,Specifications,Note making (e.g. doctors). |

# Task 3

Below are certain principles which relate to the development of the writing skills in the classroom. Based on the information presented in the unit and on your reading from relevant sources, provide a justification for each principle (i.e. why it is important to approach writing in the following ways).

1. Instructions to writing tasks should provide a clear purpose for writing and a sense of audience.
2. Writing tasks should be tried out by the teacher in order to identify what the task demands. This will enable the teacher to set useful pre-writing tasks.
3. Teachers should emphasise the stages of drafting, redrafting, reading and re-reading of texts, before students hand in their work.
4. Students should be encouraged either in pairs or individually to do their own proof reading at the very end of the writing process.
5. Teachers should expose students to various examples of text types that they will be asked to write in real life.
6. Before asking students to write a particular text type, time should be spent reflecting on and analysing models of the particular text type.
7. Students should be encouraged to produce whole texts and not isolated sentences.

**Notes**

**Note on History of Published Versions:**

The present work is the edition 1.0.

**Reference Note:**

Copyright National and Kapodistrian University of Athens, Evdokia Karavas. Evdokia Karavas. “ELT Methods and Practices. Dealing with Writing Skills”. Edition: 1.0. Athens 2015. Available at the [ELT Methods and Practices Open Online Course](http://opencourses.uoa.gr/courses/ENL12/).

**Licensing Note:**

The current material is available under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International license or later International Edition. The individual works of third parties are excluded, e.g. photographs, diagrams etc. They are contained therein and covered under their conditions of use in the section «Use of Third Parties Work Note».



[1] http://creativecommons.org/licenses/by-nc-sa/4.0/

As **Non-Commercial** is defined the use that:

* Does not involve direct or indirect financial benefits from the use of the work for the distributor of the work and the license holder.
* Does not include financial transaction as a condition for the use or access to the work.
* Does not confer to the distributor and license holder of the work indirect financial benefit (e.g. advertisements) from the viewing of the work on website.

The copyright holder may give to the license holder a separate license to use the work for commercial use, if requested.

**Preservation Notices:**

Any reproduction or adaptation of the material should include:

* the Reference Note,
* the Licensing Note,
* the declaration of Notices Preservation,
* the Use of Third Parties Work Note (if available),

together with the accompanied URLs.

**Financing**

* The present educational material has been developed as part of the educational work of the instructor.
* The project “Open Academic Courses of the University of Athens” has only financed the reform of the educational material.
* The project is implemented under the operational program “Education and Lifelong Learning” and funded by the European Union (European Social Fund) and National Resources.

