

Some possible contexts for teaching

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- A narrative of several paragraphs.
- A personal letter requiring sensitivity.
- An article for a newsletter of a local organisation, such as faith or community group.
- A letter in a formal context, such as a business letter, a letter to the local authority, a local paper, or a solicitor.
- A personal statement on a job application.
- Lecture notes or minutes of a meeting.
- An email in a work situation.
- Plan and notes for a speech or presentation.

Whatever the context, consider:

- How learners will generate ideas about what to write.
- What oral work you will do before the writing.
- How you will integrate writing with reading, speaking and listening.
- How they will get a sense of writing for a particular audience.
- How you will introduce the idea that writing is a process, including planning, drafting, and proofreading.
- How you will introduce and encourage learners to choose different methods and structures for planning writing.
- How you will introduce aspects of formatting to enhance meaning, such as illustrations, charts, diagrams, and web links.
- Whether learners will work collectively or individually.
- Whether you will provide a model or example text.
- How you will integrate concepts of grammar, punctuation and spelling accuracy within text generation.
- How you will support learners to decide where accuracy in punctuation or spelling is particularly important.
- How you will introduce and develop learners' use of appropriate verb tenses.
- How you will introduce the concepts of language variety and appropriateness.
- How you will encourage choice from a wide range of punctuation.
- How you will encourage learners to try out a range of strategies to work on spelling.
- How you will encourage learners to make informed choices between word-processing and handwriting.