



CAE Writing Part One Overview - David Petrie



Aims:

- To familiarise learners with / help learners revise the format and organisation of CAE Part 1 writing tasks
- To raise learner awareness of the general content requirements of CAE Part 1 writing tasks



Materials:

- Copies of Handout #01 per person
- Copies of Handout #03 per person

A chopped up copy of Handouts #02a & #02b – to be displayed randomly around the room.



Timings:

Approximately 60 minutes.



Procedure:

Pre-lesson: Chop up and stick around the room, copies of Handout #02a & #02b (as below). Don't include the document type – this info is for your reference only.

Lead In:

- In small groups, ask learners to discuss the following questions:
 - (1) What do you need to know in order to complete a successful piece of writing? (Both generally and in terms of the exam)
 - (2) What things make a good writer? (Both generally and in terms of the exam)
- Feedback to the board and then ask learners which of these things do they do and which not?

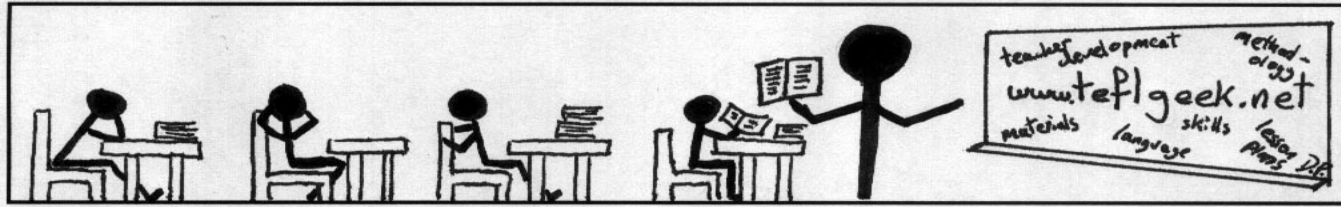
Writing Task Focus:

- Draw a version of Handout #01 on the board and ask learners to discuss how to complete the table.
- Now ask learners to move around the room looking at the displayed sections of Handout #02 and compare their ideas.
- Give learners a copy of Handout #01. Learners move around the room, completing their handouts from the information provided. SS should write notes, not complete sentences.
- Feedback: get SS to compare what they put on their handout. SS will probably have some quite detailed questions at this point so be prepared. Remind them that these are general guidelines to help them prepare and the specific guidance is in the question.

Writing task Presentation & Organisation:

- In pairs, ask learners to “draw” a picture of what they think the different text types should look like.
- Nominate the best examples onto the whiteboard.
- Then give Handout #03 as a labelling task (see table as below)
- Make it CRYSTAL clear that this is exactly the presentation that is required. One clear line between each paragraph! And that this is the required organisation!!!

ARTICLE	REPORT	PROPOSAL	LETTER
<ul style="list-style-type: none"> • TITLE • INTRODUCTION • PARA 1 • PARA 2 • PARA 3 • CONCLUSION 	<ul style="list-style-type: none"> • TITLE • PURPOSE OF REPORT • HEADING • PARA 1 • HEADING • PARA2 • HEADING • PARA3 • HEADING • RECOMMENDATIONS 	<ul style="list-style-type: none"> • TITLE • AIM OF PROPOSAL • HEADING • PARA 1 • HEADING • PARA2 • HEADING • PARA3 • HEADING • SUGGESTIONS 	<ul style="list-style-type: none"> • OPENING SALUTAION • REASON FOR WRITING • PARA 1 • PARA 2 • PARA 3 • REFERENCE TO FUTURE CORRESPONDENCE • CLOSING



Handout #01

Look around the room at the information displayed. Decide which type of task the information relates to and make your notes in the appropriate space in the table.

	ARTICLE	REPORT	PROPOSAL	LETTER
Who is the document written for?				
What is the purpose of the document?				
What should the document contain?				



Handout #02a

Article:

This is usually written for an English-language magazine or newspaper, and the reader is assumed to have similar interests to the writer.

The main purpose is to interest or engage the reader, so there should be some opinion or comment.

A successful _____ interests and engages the reader. Descriptions, examples and anecdotes are often appropriate and effective answers will be lively and include some colourful use of language. A personal angle usually works well and a catchy title will attract attention. The use of direct and indirect questions also adds colour. Looking at examples from English-language magazines may help you.

Report:

This is usually written for a superior (e.g. a boss or college principal) or a peer group (e.g. club members or colleagues).

You will be expected to give some factual information and make suggestions or recommendations. This should be clearly organised and may include headings.

You need to know the correct format, with use of headings where appropriate. You should also improve your vocabulary relating to transport, leisure and entertainment and know how to make suggestions and recommendations.



Handout #02b

Proposal:

This is usually written for a superior (e.g. a boss or college principal) or a peer group (e.g. club members or colleagues).

You are expected to make one or more suggestions, supported by factual information, in order to persuade the reader to a course of action. It should be clearly organised and may include headings.

You need to know the correct format, which should be clearly organised under headings. You need to know how to make polite recommendations and how to use a range of persuasive language.

Letter:

This is written to a specific person, outlined in the question. You may be asked to write to, for example, the editor of a newspaper or magazine, the director of an international company, to a school or college principal, or to a friend.

It is written in response to a specific situation and you need to write a response that is consistently appropriate for the specified target reader. This means checking if you need to use formal, informal or neutral language!

It may include a narrative that details personal experience or it may be more concerned with giving factual information. These can include a job application, a reference for a friend. You **MUST** include an opening salutation, clear paragraphing and a closing phrase.



Handout #03