

BEC Preliminary Writing Part 1 – Teacher’s Notes

Description

Students look at example Part 1 tasks and do exercises focusing on the target reader, text type and content required; identifying what is good and bad about two sample answers; choosing good sentences for each bullet point and ordering sentences to make a coherent answer. They practise writing their own answers and gapfill sentences giving advice about Writing Part 1.

Time required: 60 minutes

Materials required:

- *Student’s Worksheet (one per student)*

Aims:

- *to familiarise students with the format of Writing Part 1*
- *to help them to understand the importance of making the meaning clear*

Procedure

1. Ask students to think about emails, notes and letters to colleagues or friends, and ask them which the most important thing is: correct spelling, correct grammar, or making the reader understand the meaning [making the reader understand the meaning].
2. Explain that you are going to focus on writing to other people, and on the importance of making the meaning clear to the reader. Say that this is also very important in Writing Part 1.
3. Give each student a copy of the **Student’s Worksheet**, and ask them to read the Part 1 task in Exercise 1. Draw attention to the spelling of *engineering*, as it’s often misspelt by candidates. Ask them to do Exercise 1 in pairs.
4. Check the answers [see **Key to Student’s Worksheet**]. Ask why it’s important to think about the reader [so they know who they are writing to, and to try to make sure the reader will understand]. Ask why it’s important to do exactly what’s in the bullet points, and only that [to give the message that’s needed, without confusing the reader with extra information]. Point out that it may be sensible to write one sentence for each bullet point, because they all contain information that’s different and of equal importance.
5. Ask students to look at Exercise 2 and in pairs to write comments in the table about the two answers.
6. Check the answers [see **Key to Student’s Worksheet**]. Ask which answer they think is better [Answer B is much better than Answer A. Mostly importantly, although Answer B isn’t in perfect English, it still gets the message across clearly.]
7. Tell students you are going to ask them to write their own email in answer to the question. Ask them to look at the question in Exercise 1 again, and ask for ideas for the third bullet point – what work you could ask your assistant to do [e.g. write a particular report, advertise a vacant post, arrange a particular meeting, etc.]. Ask students to write the email and try to make it different from the answers they’ve looked at (Exercise 3). Tell them to spend no longer than 10 minutes on it, including reading the instructions carefully, writing, then



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Luis Porras Wadley



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individually explaining its characteristics and providing guidance on how to plan a response to an exemplar question There are two example questions for each task type For each task type question two responses from different students are provided One response is very good and the other is less good identifying areas in which the student could improve There are detailed comments on each response categorised by the assessment criteria Content Communicative Achievement Organisation Language as well as a breakdown of the marks that each response could get in the exam The four exam styled practice tests included in this resource will allow the reader to consolidate their approach to the different types of writing task that can be assessed Margaret Cooze holds an MA in Applied Linguistics and an MSc in English Language Teaching Management and has worked in senior roles at Cambridge English Language Assessment and Cambridge Assessment International Education She is the author of several ELT resources published by Cambridge University Press Assessment For more Cambridge English resources visit www.prosperityeducation.net Practice Tests for the BEC Kate Wakeman,2005-01 *Practise and Pass - B1 Preliminary for Schools (Revised 2020 Exam)* Bernardo Morales,Megan Roderick,2020-03-09

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