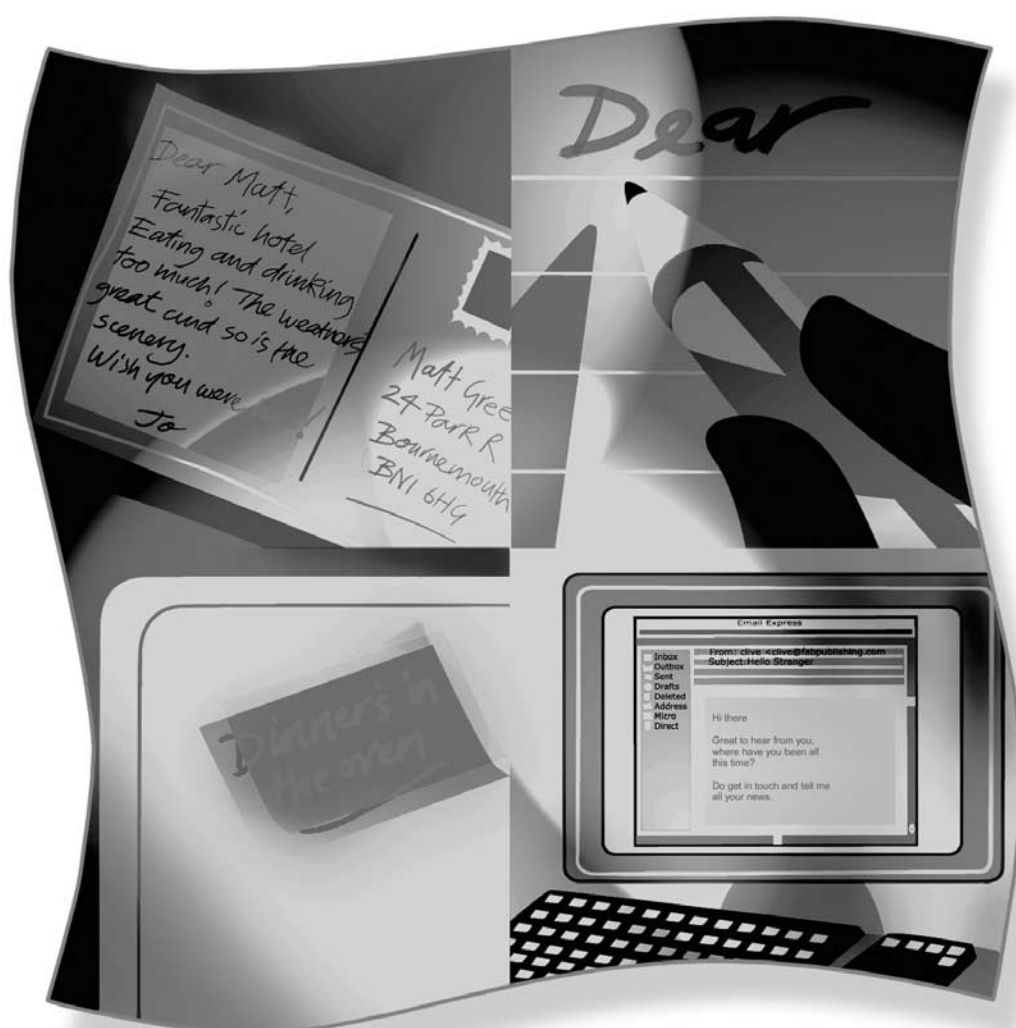


Writing Extra

A resource book of multi-level skills activities



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Map of the book

Theme	Title	Topic	Activity type	Writing focus	Time
1 Personal information					
Elementary	1.1 Pickpocket!	identifying people, crime	group role play	form, statement	50 mins
Intermediate	1.2 Who's who	identifying famous people	paired puzzle-solving, text analysis	biography	50 mins
Upper-intermediate	1.3 Jobsearch	jobs	group game, role play, text analysis	CV (Curriculum Vitae)	50 mins
2 The family					
Elementary	2.1 Dinner's in the oven	relationships, food	paired matching, text analysis	personal note	50 mins
Intermediate	2.2 Trouble with the in-laws	marriage	group role play	personal letter (apology)	50 mins
Upper-intermediate	2.3 Family matters ...	genealogy	simulation	e-mail, register	50 mins
3 Daily activities					
Elementary	3.1 Nothing happened today	routines, relationships	paired text analysis	diary entry, memoir	50 mins
Intermediate	3.2 Prison: doing time	prison routines	paired text analysis	writing a report; editing for length	50 mins
Upper-intermediate	3.3 Murder mystery	crime, alibis	paired puzzle-solving, role play	summary report, note taking	50 mins
4 Homes					
Elementary	4.1 Designer kitchen	kitchens, good design	group problem-solving	report	50 mins
Intermediate	4.2 Holiday house-swap	houses, holidays	matching, paired simulation	personal letter (descriptive); linking	50 mins
Upper-intermediate	4.3 The student house	rules, communal living	group role play	rules	50 mins
5 Town and country					
Elementary	5.1 Get lost!	directions, relationships	paired role play	personal letter (giving directions)	50 mins
Intermediate	5.2 The news on the street	local newspapers	text analysis, group simulation	news article; expanding notes	50 mins
Upper-intermediate	5.3 The big move	moving to the countryside	paired role play	personal letter (opinion); editing for emphasis	50 mins
6 Travel and tourism					
Elementary	6.1 Wish you were here ...	holiday problems	text analysis	postcard	50 mins
Intermediate	6.2 Paradise tours	choosing package holidays	matching, text analysis	brochure description; targeting audience	50 mins
Upper-intermediate	6.3 FAQs: Frequently Asked Questions	transport advice	paired text analysis	website; targeting audience	50 mins

Map of the book

Theme	Title	Topic	Activity type	Writing focus	Time
7 Food and drink					
Elementary	7.1 A lovely meal	dinner parties	simulation	personal letter (descriptive)	50 mins
Intermediate	7.2 The Greasy Spoon	restaurant hygiene	paired spot-the-difference, text analysis	report	50 mins
Upper-intermediate	7.3 Black or white?	marketing coffee	group simulation	advertising copy; expanding notes	50 mins
8 Describing people					
Elementary	8.1 Virtually friends	Internet friendships	matching, paired role play	personal e-mail	50 mins
Intermediate	8.2 Business contacts	meeting business contacts	text analysis	business e-mail	50 mins
Upper-intermediate	8.3 The shape of hands ...	introducing characters	text analysis	fiction	50 mins
9 Describing things					
Elementary	9.1 Internet bargains	personal belongings	whole class game	catalogue descriptions	50 mins
Intermediate	9.2 It's a whatsit	everyday objects	group quiz	dictionary definitions	50 mins
Upper-intermediate	9.3 Dream limo	custom limousines	paired simulation	fax; checking for meaning	50 mins
10 Friends and relationships					
Elementary	10.1 Dear John ...	crisis in a relationship	paired role play	personal letter (giving news)	50 mins
Intermediate	10.2 Soap opera	new soap opera characters	paired simulation	feature article; expanding ideas	50 mins
Upper-intermediate	10.3 Who gets the children?	pre-nuptial agreements	paired role play, text analysis	formal contract; adding punctuation	50 mins
11 Health and fitness					
Elementary	11.1 More gain, less pain	encouraging healthy lifestyles	group text analysis	website feature article; expanding ideas	50 mins
Intermediate	11.2 First Aid	emergency First Aid	paired text analysis, simulation	informative leaflet; editing for logic and focus	50 mins
Upper-intermediate	11.3 The Donor Campaign	organ donor campaign	group simulation	TV advert storyboard	50 mins
12 Leisure time					
Elementary	12.1 Leisure for all	planning a sports/leisure centre	group simulation	questionnaire	50 mins
Intermediate	12.2 I win!	explaining board games	group board game	instructions, rules	50 mins
Upper-intermediate	12.3 A really good read ...	reviewing for a website	paired text analysis	reviews; correcting style and structure	50 mins

Map of the book

Theme	Title	Topic	Activity type	Writing focus	Time
13 Education					
Elementary	13.1 A likely excuse ...	excuses for absence	group board game	absence note	50 mins
Intermediate	13.2 Writing class	the writing process	paired simulation	promotional flier; targeting audience	50 mins
Upper-intermediate	13.3 Cyberstudy	virtual language schools	group discussion, text analysis	discursive composition; linking ideas	50 mins
14 The world of work					
Elementary	14.1 Trouble with telesales	business problems	group simulation	memo; using capital letters	50 mins
Intermediate	14.2 What do you do?	describing and managing work	paired text analysis, guessing game	job description	50 mins
Upper-intermediate	14.3 Mr Don't Know	recruiting people	paired text analysis	employment reference; emphasising ambiguity	50 mins
15 Money					
Elementary	15.1 Credit cards	borrowing money	paired simulation	form, semi-formal letter (request)	50 mins
Intermediate	15.2 Shopping by post	returning faulty goods	paired text analysis	form, semi-formal letter (complaint); error correction	50 mins
Upper-intermediate	15.3 Can't pay; won't pay!	delaying payment	paired simulation	formal letter (responding to demands, making excuses)	50 mins
16 Past experiences and stories					
Elementary	16.1 One thing led to another ...	planning stories	group game	fiction; plotting a story	50 mins
Intermediate	16.2 The six friends	inventing fictional answers	group role play	personal letter (explanatory); varying viewpoint	50 mins
Upper-intermediate	16.3 The storyteller	memorable events retold	group storytelling	fiction; drafting	50 mins
17 Science and technology					
Elementary	17.1 Short circuits	simple electrical circuits	paired game	sequenced description	50 mins
Intermediate	17.2 It's amazing ...	selling new inventions	pair simulation	catalogue description	50 mins
Upper-intermediate	17.3 www. worldwideweb?	access to the Internet	interpreting data	comparative report; describing changes and trends	50 mins
18 Social and environmental issues					
Elementary	18.1 Planning problems	a new bypass	group simulation	petition; expanding ideas	50 mins
Intermediate	18.2 Campaign, not complain	campaigning	paired simulation	semi-formal letter (protest)	50 mins
Upper-intermediate	18.3 Water: a clear solution	clean water, development	paired simulation	e-mail campaigning; presenting opinion	50 mins

Introduction

Who is *Writing Extra* for?

Writing Extra is a resource book containing photocopiable materials for supplementary classroom work. The activities provide self-contained lessons for the busy teacher. Each activity consists of a page of clear, step-by-step instructions for the teacher and a photocopiable page for the students. The material is aimed at young adults (16+) and adult learners; however, most activities can be easily adapted for the needs of younger students. *Writing Extra* offers teachers an exciting collection of topic-based skills activities from elementary to upper-intermediate level.

How will *Writing Extra* help my students?

Writing Extra is designed to make your students *want* to write. It motivates them through a variety of activities such as role play, puzzle-solving and text analysis, which enable students to practise all four skills while focusing on a definite written outcome. By providing meaningful contexts which lead to practical writing tasks such as e-mail, letters, reports and diaries, it encourages students to develop an awareness of both the reader and the specific form being practised.

How is *Writing Extra* organised?

Writing Extra is divided into 18 units, each focusing on a different theme. Each unit approaches the theme from an interesting and original angle. The themes cover many of the popular topics found in standard coursebooks. Therefore the activities can be used to supplement existing course material, offering diversity and a refreshing approach to these familiar themes. Each unit offers three activities at the following levels: elementary, intermediate and upper-intermediate. A map of the book provides a clear overview of the 54 activities, enabling the teacher to quickly locate a suitable activity for their class. A Writing tool kit at the end of the book includes reference sheets for students on style and organisation.

How is each activity organised?

Each activity has one page of step-by-step teacher's notes and a photocopiable sheet on the opposite page for the students.

There is minimal preparation before class. Usually teachers simply have to photocopy and cut up the appropriate number of sheets.

The teacher's notes include a key information panel for quick reference. The headings in this section are:

Level	elementary, intermediate or upper-intermediate
Topic	a brief description of the topic, e.g. <i>Identifying famous people</i>
Activity type	a brief description of the activity students will be doing, whether they are working in pairs, groups, etc.
Writing focus	the particular form of writing that is practised
Time	suggested timing for the Warm up and Main activity. These are only guidelines and timing may vary from class to class
Key language	vocabulary and structures that your students will encounter during the activity
Preparation	what needs to be done before the lesson, ie. how many copies of the photocopiable sheet you need to make, what cutting is required, or whether you need to bring anything else to the lesson

The lesson is divided into these three stages:

Warm up	– provides the context and some vocabulary for the task
Main activity	– sets the task and generally presents a model or template – students produce the first draft, which they sometimes correct using a checklist
Follow up	– students can do further optional practice or practise a connected form, either in class, if there's time, or for homework

What is the best way to use *Writing Extra* in the classroom?

Each *Writing Extra* activity focuses on a practical task which explores the style and content of a particular form and thus encourages students to concentrate on communicating effectively. Many activities employ paired or group writing to enable students to develop their own pieces in a supportive atmosphere. By pairing an imaginative student with a more linguistically confident classmate, the teacher can enable both to produce a better piece of writing than either could produce on their own. Encouraging students to draft initially on alternate lines also enables them to refine their piece later on without rewriting the whole thing. By promoting such focused drafting, redrafting and self-evaluation, using the material in the Writing tool kit at the back of the book, the teacher can encourage students to take control of their own learning.

Through realistic real-world content and a mix of light and serious topics, *Writing Extra* encourages students to draw on their existing knowledge and skills in their written pieces: supported by models and templates, they produce realistic written texts through a process of informed criticism. This releases the classroom teacher to become audience and assistant, constantly monitoring and offering support and advice. Once the piece is finished the teacher can join with the student, who may well become their own best critic, in evaluating the piece! The Writing tool kit includes checklists, correction codes and an evaluation scale to further this end. It also includes photocopiable students' reference sheets on organisation and style, some suggestions on potential resources such as the Internet and further tips on using the book.

This book is part of a family of skills books in the Cambridge Copy Collection series. The other books available are *Listening Extra*, *Speaking Extra* and *Reading Extra*, and they each follow a similar format.

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