

Skills

1. Structural	p2
a. Paragraph	p2
2. Skills and Processes	p4
a. Prewriting (Brainstorming, Mapping)	p4
b. Outlining	p6
c. Writing the first draft	p8
d. Revising	p8
e. Proofreading (The second draft)	p8
f. The final draft	p9
3. Functional	
a. Definition Paragraph	p10
b. Process Analysis Paragraph	p12
c. Descriptions Paragraph	p14
d. Opinions Paragraph	p16
e. Narratives Paragraph	p18
4. Topical	
a. Essay - Concrete Theme – Health	p20
b. Essay - Abstract Theme – Courage	p23
5. Situational	
a. Writing a letter – Applying for a Job	p26
b. Answering a TOEIC Writing Question (1-8)	p30
6. Tasks	
a. Project Work - A Class Magazine	p31
7. Notes	p32-36

Skills

1. Structural

- a. Paragraph (Topic Sentence, Supporting Sentences, Conclusion)

In this section of your Notebook, we will look at how to write a paragraph.

I will give you 1 Topic to write about for your paragraph.

- a. Paragraph

Your Topic is **My Sundays** or

Please write 1 Paragraph 6-8 sentences long (You have 10 minutes)

Please include a Topic Sentence, Reason, Supporting Ideas and a Conclusion.

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What tense should we use? What vocabulary should be use?...etc.*)

Following on from our Class discussion, you can then take a shot at completing a good Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide.

a. Paragraph

Your Topic is **My Sundays** or

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

2. Skills and Processes

- a. Prewriting (Brainstorming, Mapping)
- b. Outlining
- c. Writing the first draft
- d. Revising
- e. Proofreading (The second draft)
- f. The final draft

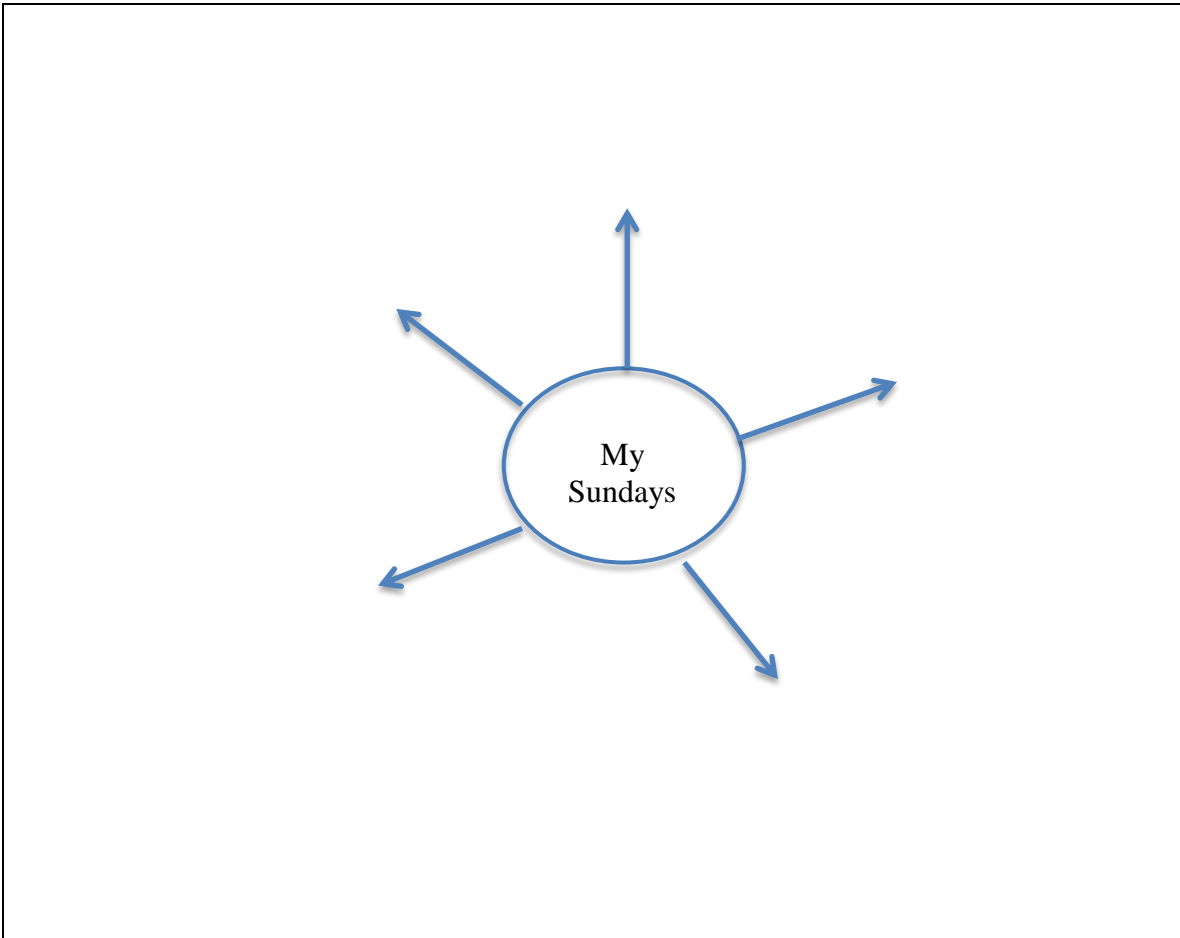
In this section of your Notebook, we will look at how to write a Paragraph.

- a. Prewriting (Brainstorming, Mapping)

Before attempting to write a Paragraph, we need to think, to take notes, to write our thoughts down on paper...quickly in some cases.

Imagine we have a Topic: **My Sundays**

What can we think about connected to this topic in about 1-2 minutes?



What can help us to think?

Question words?

- What..?
- Where..?
- When..?
- How..?
- Who...?
- Why..?
- Which..?

Maybe we could use the KWL method?

What you KNOW	What you WANT to know	What you have LEARNED

b. Outlining

Ordering your thoughts

1. Grouping and Rejecting
2. Putting in Order – Time Order / Spatial Order / Order of Importance

Grouping and Rejecting - **My Sundays**

- 1.
- 2.
- 3.

Putting in Order – **My Sundays**

- 1.
- 2.
- 3.
- 4.

b.Outlining

Topic: My Sundays

Supporting Detail 1: -

.....

.....

.....

.....

.....

Supporting Detail 2:

.....

.....

.....

.....

.....

Supporting Detail 3:

.....

.....

.....

.....

.....

c. Writing the first draft / d. Revising / e. Proofreading

A large rectangular box with a solid black border, containing 20 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

f. The Final Draft

A large rectangular box with a solid black border, containing 20 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

3. Functional

- a. Definition Paragraph
- b. Process Analysis Paragraph
- c. Descriptions Paragraph
- d. Opinions Paragraph
- e. Narratives Paragraph

In this section of your Notebook, we will look at how to write a variety of paragraphs.

I will give you 5 Paragraphs, each one with a different Topic and Function.

- a. Definition Paragraph

Your Topic is **Kimchi** or

Please write 1 Paragraph 6-8 sentences long (You have 10 minutes)

Please include a Topic Sentence, Facts, Details and Examples to make the Definition clear to the reader....also add a Conclusion.

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What should we talk about, what (interesting) Facts, Details, Examples etc...*

Following on from our Class discussion, you can then take a shot at completing a good Definition Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

a. Definition Paragraph

Your Topic is **Kimchi** or

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

b. Process Analysis Paragraph

Your Topic is **Making an Americano** or

Please write 1 Paragraph 10-12 sentences long (You have 20 minutes)

Please include a Topic Sentence, Transition Words (Signposting), Time Words & Phrases, Facts and Details in Chronological Order, also add a Conclusion (an ending with a Specified Result).

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *How do we make an Americano? What do we need, what is first, second etc..? What verbs should we use?*)

Following on from our Class discussion, you can then take a shot at completing a good Process Analysis Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide.

b. Process Analysis Paragraph

Your Topic is **Making anAmericano** or

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

c. Descriptions Paragraph

Your Topic is **The Subway** or

Please write 1 Paragraph 8-10 sentences long (You have 20 minutes)

Please include a Topic Sentence, Sensory Adjectives, Denotations, Connotations, Prepositions of Location and a Conclusion

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What senses can we use? What vocabulary will we need? What prepositions of place can we use? Do we have a good source for finding adjectives?*

Following on from our Class discussion, you can then take a shot at completing a good Description Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

c.Descriptions Paragraph

Your Topic is **The Subway** or

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

d. Opinions Paragraph

Your Topic is **Euthanasia** or

Please write 1 Paragraph 8-10 sentences long (You have 20 minutes)

Please include a Topic Sentence, Opinions, Facts and Reasons (Interpreted and Explained), Counterargument, Refutation and a Conclusion (restates the Topic Sentence and/or offers a Solution)

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What Facts do we have to support our Opinion? How can we be persuasive enough? How can we make our reader Think?...etc.*

Following on from our Class discussion, you can then take a shot at completing a good Opinion Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

d.Opinions Paragraph

Your Topic is **Euthanasia** or

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

e. Narratives Paragraph

Your Topic is **My Most Embarrassing Moment** or

Please write 1 Paragraph 10-12 sentences long (You have 20 minutes)

Please include a Topic Sentence (Background Information), a Beginning (Introducing the main action or problem), a Middle (the main action or problem occurs), an End (the final action or result), Verb Tense Consistency.

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What story do we want to tell? How will we do it? What verb tense will we use? How can we entertain and inform the reader?...etc...*

Following on from our Class discussion, you can then take a shot at completing a good Narrative Paragraph. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

e.Narratives Paragraph

Your Topic is **My Most Embarrassing Moment** or

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

4. Topical

- c. Essay - Concrete Theme - Health
- d. Essay - Abstract Theme - Courage

In this section of your Notebook, we will look at how to write an Essay.

I will give you 2 Topics with different Themes. (You may choose **ONE** to write about)

a. Concrete Theme

Your Topic is **Health**

Please write 1 Essay (5 paragraphs), each paragraph = 6-8 sentences long
(You have 45 minutes)

Please include an Introduction, Body & Conclusion (Thesis Statement, Transition Words / Phrases, Topic Sentences, Reasons, Supporting Ideas and a Conclusion)

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *How is an Essay similar and different to a paragraph? How do we structure an essay? What do we need to help us? In this Theme, what Function can we follow...Description, Narrative...etc...*

Following on from our Class discussion, you can then take a shot at completing a good Essay. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

a. Concrete Theme

Your Topic is **Health**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

A series of 20 horizontal dotted lines spanning the width of the page, providing a template for handwritten text.

b. Abstract Theme

Your Topic is **Courage**

Please write 1 Essay (5 paragraphs), each paragraph = 6-8 sentences long
(You have 45 minutes)

Please include an Introduction, Body & Conclusion (Thesis Statement, Transition Words / Phrases, Topic Sentences, Reasons, Supporting Ideas and a Conclusion)

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *How is an Essay similar and different to a paragraph? How do we structure an essay? What do we need to help us? In this Theme, what Function can we follow...Description, Narrative...etc...*

Following on from our Class discussion, you can then take a shot at completing a good Essay. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

b. Abstract Theme

Your Topic is **Courage**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

5. Situational

- a. Writing a letter – Applying for a Job
- b. Answering a TOEIC Writing Question (1-8)

In this section of your Notebook, we will look at how to write a Letter and how to answer TOEIC Writing Questions.

- a. Writing a Letter – Applying for a Job

Please write 1 Letter (3 paragraphs), each paragraph = 6-8 sentences long
(You have 45 minutes)

Please include Your Contact Information, Date, Employer Contact Information, Salutation, First Paragraph, Middle Paragraph(s), Final Paragraph, Complimentary Close, Signature

(In small groups before you write, please think about and discuss how you can complete this task...after I will then ask you to share your ideas with the class...i.e. *What do we write in the First, Middle and Final Paragraphs? What is the proper Salutation and Complimentary Close?*)

Following on from our Class discussion, you can then take a shot at completing a good Application Letter. ^^

P.S. If you need help ask me, or refer to your Writing Guide in your notebook.

a. Writing a Letter – Applying for a Job

Information to help you get started:

Accessed from http://www.jobs.ie/academic_jobs.aspx

Company: ULearn English School

Description: ULearn is an English language school in Dublin established in 1988. Over the past 25 years thousands of students have come through the doors of ULearn. We provide an effective, fun and dynamic approach to learning that supports and helps English students in their academic and extracurricular life in Ireland. Apart from excellent English courses in Dublin we also provide our students with accommodation and a lively social calendar with different events each week.

Contact: Steve Porter

Address: Ulearn Ltd, 97 Stephens Green, Dublin 2, Ireland. Dublin 2, Ireland

Website: www.ulearn.ie/

English Teacher TEFL Instructor Required for Busy City Centre Language School: Morning Classes

ULearn English School requires a teacher who matches the following criteria:

1. ACELS recognised ESL certificate & degree
2. Minimum 3 years ESL experience
3. Available for morning class (9.30 - 12.45) or cover work ongoing
4. Fluent English speaker (only non-native speakers who possess CPE or IELTS score of 8 or higher will be considered)

Competitive rates offered to those with most relevant experience

Only candidates who can start immediately will be considered

Location	Dublin 2
Payment	Depends on experience
Category	Education / Training, Academic.
Terms	Contract / Temporary, Part-time
Last updated	23/12/2013
Contact	Steve Porter

b. Answering a TOEIC Writing Question (1-8)

There is a lot of information regarding this section, so I have the file uploaded online at

6. Project Work - A Class Magazine

In this section we are going to make a Class Magazine. The teacher will provide materials and resource material to look at. (Students are encouraged to look for ideas outside the classroom as well...internet, stores etc...)

1. Plan
2. Organize
3. Exploit

1. Plan

What magazines do you like?

What does a Magazine have?

Would you like to make one?

What can we call the Magazine?

2. Organize

Who does what?

When are the deadlines?

What will each section contain?

How long will completion take along with language input and correction?

Who will make contents page and cover?

Copy the magazine for students?

3. Exploit

Show other students the magazine.

If you can make it on a computer, all the better.

Have a finished product for all to see and emulate.

