

Skills Development Tables – ISE I Reading

Task 1 – Long reading

Skills tested	How to practise these skills
Reading for the main idea	<ul style="list-style-type: none"> Practise summarising the gist of texts or paragraphs, eg students choose from several options to decide which summary best fits the text or paragraph. Make sure students discuss the reasons for their choices – why is the text more about one thing than another? How did they decide? Get students to think about how they read in their own language and encourage them to apply the same skills to reading in English.
Reading carefully for facts or information	<ul style="list-style-type: none"> Practise scanning texts for specific information – for example to check whether statements are true or false, or to complete missing information in a text summary.
Reading carefully for details, deducing/working out meaning of unknown words	<ul style="list-style-type: none"> Practise guessing the meaning of unknown words in sentences by looking at the words around the unknown word. Use gap-fill exercises to practise completing sentences. Identify words with the same or similar meanings.

Task 2 – Multi-text reading

Skills tested	How to practise these skills
Reading for the main ideas or the purpose	<ul style="list-style-type: none"> Identify the genre of texts by looking at the style and layout as well as the language – for example how does text from a newspaper look different from an advert? What kind of words do they use? Practise summarising the gist of texts or paragraphs, eg students choose from several options to decide which summary best fits the text or paragraph. Give students texts to look at quickly – get them to predict the genre or purpose by looking at the style and layout.
Reading carefully for facts or information	<ul style="list-style-type: none"> Practise scanning texts for specific information – for example to check whether statements are true or false, or to complete missing information in a text summary.
Reading carefully for details, deducing/working out meaning of unknown words, summarising what you have read	<ul style="list-style-type: none"> Practise guessing the meaning of unknown words in sentences by looking at the words around the unknown word. Use gap-fill exercises to practise completing sentences. Identify words with the same or similar meanings. Students predict what words they think will complete a sentence. Summarise reading texts into a list of bullet points.

Skills Development Tables – ISE I Writing

Task 3 – Reading into writing

Skills tested	How to practise these skills
<p>Reading for writing (How well can the student use information from different reading texts in a piece of writing?)</p>	<ul style="list-style-type: none"> ▶ Give students practice in reading for both gist and detail using a range of different types of texts. Practise gist first; encourage students to read quickly. ▶ Encourage students to highlight important and relevant facts and opinions in reading texts and to use this information in their writing. ▶ Ask students to identify the common theme across three or more related texts. ▶ Ask students to identify the main points in a text. ▶ Give students practice in paraphrasing sentences from a range of texts. ▶ Give students practice in summarising information from a range of texts, eg use one-sentence paragraph summaries.
<p>Task fulfilment (Does the student do what is necessary in order to complete the tasks successfully?)</p>	<ul style="list-style-type: none"> ▶ Ask students to identify the main content points and functions of a task (eg by underlining the key information in the rubric). ▶ Get students to check their own work to make sure they have done what they were asked to do. ▶ Ask students to identify the target reader, ie who is the piece of writing for. ▶ Ask students to identify the different elements of a writing task (eg genre, reader, reason for writing, number of words). ▶ Check students understand the different styles of language needed for different situations (eg language for a formal letter).
<p>Organisation and structure (Does the student's work show good planning and is it well-organised?)</p>	<ul style="list-style-type: none"> ▶ Give students practice in organising writing into clear paragraphs with a logical sequence. ▶ Check students understand the appropriate ways of starting and finishing correspondence (eg <i>Dear Sir/Madam – Yours faithfully</i> for a letter). ▶ Give students practice in organising ideas and arguments within paragraphs. ▶ Encourage students to use connecting words or phrases to link ideas within sentences and between paragraphs, eg <i>on the other hand, however, therefore</i>. ▶ Encourage students to use topic sentences (eg starting paragraphs with a sentence that tells the reader what the paragraph is about). ▶ Check students understand the appropriate format for different genres, eg the use of a title and an interesting opening sentence for articles.
<p>Language control (Is the student's level of grammar and vocabulary good enough to communicate successfully?)</p>	<ul style="list-style-type: none"> ▶ Encourage students to use a range of grammar structures in their writing, eg modals (<i>have to/must</i>), second and third conditional, reported speech. ▶ Make sure students check for repeated errors in, for example, tenses, eg <i>Have you wrote written your homework?</i> ▶ Make sure students can use a range of vocabulary related to a variety of topics, eg leisure activities, education, news. ▶ Check students are aware of common spelling mistakes, for example through proofreading exercises. ▶ Give students practice in using punctuation correctly, eg using apostrophes appropriately.

Skills Development Tables – ISE I Writing

Task 4 – Extended writing

Skills tested	How to practise these skills
<p>Task fulfilment (Does the student do what is necessary in order to complete the tasks successfully?)</p>	<ul style="list-style-type: none"> ▶ Ask students to identify the purpose of a piece of writing, in terms of what it is trying to do, eg expressing opinions, giving advice. ▶ Ask students to identify the target reader, ie who is the piece of writing for. ▶ Make sure students finish tasks within the suggested word counts.
<p>Organisation and structure (Does the student's work show good planning and is it well-organised?)</p>	<ul style="list-style-type: none"> ▶ Give students practice in organising writing into clear paragraphs with a logical sequence. ▶ Check students understand the appropriate ways of starting and finishing correspondence (eg <i>Dear Sir/Madam – Yours faithfully</i> for a letter). ▶ Give students practice in organising ideas and arguments within paragraphs. ▶ Encourage students to use connecting words or phrases to link ideas within sentences and between paragraphs, eg <i>on the other hand, however, therefore</i>. ▶ Encourage students to use topic sentences (eg starting paragraphs with a sentence that tells the reader what the paragraph is about). ▶ Check students understand the appropriate format for different genres, eg the use of a title and an interesting opening sentence for articles.
<p>Language control (Is the student's level of grammar and vocabulary good enough to communicate successfully?)</p>	<ul style="list-style-type: none"> ▶ Encourage students to use a range of grammar structures in their writing, eg modals (<i>have to/must</i>), second and third conditional, reported speech. ▶ Make sure students check for repeated errors in, for example, tenses, eg <i>Have you wrote written your homework?</i> ▶ Make sure students can use a range of vocabulary related to a variety of topics, eg leisure activities, education, news. ▶ Check students are aware of common spelling mistakes, for example through proofreading exercises. ▶ Give students practice in using punctuation correctly, eg using apostrophes appropriately.