

Worksheet 1

Task analysis table

ISE I Reading & Writing Task 3 - Reading into writing

Whenever you get a writing task you can ask certain questions to help you prepare before you start writing. Read the example task you are given and use the table below to help with your preparation.

Task Analysis Table

Question	Answer
What style/genre of text is required?	
Who is the most likely reader?	
What will be the main subject?	
What are the main themes within that subject?	

Worksheet 2

Proof reading checklist

Now you have the chance to read another student's Task 4 - Extended writing task in the same way that an examiner will. Look at the criteria below and choose A, B or C depending on what you think about the text you read.

- A** Clearly meets the criterion
- B** Maybe does or maybe does not meet the criterion
- C** Clearly does not meet the criterion

Criteria – Task Fulfilment	Your assessment (A , B or C)
Overall achievement of communicative aim	
Awareness of the writer-reader relationship (style and register)	
Adequacy of topic coverage	

Criteria – Organisation & Structure	
Text organisation, including use of paragraphing, beginnings/endings	
Presentation of ideas and arguments, including clarity and coherence of their development	
Consistent use of format to suit the task	
Use of signposting	

Criteria – Language control	
Range and accuracy of grammar	
Range and accuracy of lexis	
Effect of linguistic errors on understanding	
Control of punctuation and spelling	

Worksheet 3

Brainstorming

What is brainstorming?

It always helps to think about and plan possible content ideas before you start writing an extended text. Sharing your ideas with others in this way is called 'brainstorming'.

For example, if the topic is 'local or national festivals' – there are various kinds you might know about e.g. religious festivals, festivals celebrating the time of year, and other cultural festivals.

You can then ask yourself questions to help you think about other connected aspects for example:

- 1) When do people celebrate?
- 2) How do people celebrate it?
- 3) What usually happens?
- 4) Why is it important to people?
- 5) What are your personal opinions and memories of it?

For example:

In the UK we celebrate Easter which is a religious festival held in March or April every year. People usually go to church or meet their families to relax and have a meal. Children eat lots of chocolate to celebrate the end of a period known as Lent.

Now use the questions in your group to exchange information about your own festivals.

Worksheet 4

Brainstorming topics

You can ask yourself similar questions about any topic to help prepare for the ISE I Conversation task.

- 1) Why might the topic be important to some people?
- 2) Are you interested in the topic? Why?
- 3) What personal experience do you have related to the topic?
- 4) Do you know anything interesting related to the topic?

In pairs, use the 4 questions to brainstorm the kind of things you might talk about for two of the topics below. Take notes on what you said below. Afterwards you will listen to what other pairs said, and you can take more notes below on their ideas for their topics.

Travel

Fashion

Health and fitness

Money

Rules and regulations

Learning a foreign language

Worksheet 5

Mind map template

One good way to organise our thoughts logically is via mind maps. Look at the example below:

