

A Teachers' guide to the Trinity portfolio toolkit

What is a portfolio?

It's a file or folder that contains a collection of your students' work. Each portfolio should include at least one example of each task type that occurs in the written part of the exam.

The new portfolio will *not* be assessed by examiners but will be used as a tool for students to develop their writing skills at each level.

Why keep a portfolio?

- It **motivates** students as they are developing their writing skills.
- It **helps** students to keep track of their progress.
- It **provides** a good point of reference when preparing for the written part of the exam.
- It **supports** the development of process writing skills.
- It **encourages** students to be more in control of their learning and development.
- It **enables** students to work on their own with the different task types.
- It **raises** students' awareness of their strengths and weaknesses.

How do students use the portfolio?

Each time students produce a written text; the teacher will correct it and return it with the teachers' feedback form. Students should be encouraged to study the feedback form, then correct and rewrite each task. The corrected texts are collated in the file or folder so that students can refer back to them when preparing for their exam.

Guidelines for students and teachers

- Each task **should be written by the student** and must not be copied from any other source.
- The tasks must be **selected from the appropriate ISE level** that students are taking. They must not be taken from a mixture of different levels.
- At the end of each task, **students should write the number of words used** to complete each task. Students must not exceed the stated maximum word length range.
- Students must **check each task against the checklist**. After correction, teachers should return the task to the student with a completed feedback form.
- Students should **read the teachers' feedback form, make any changes** and retain a rewritten version in their portfolio.

ISE Level II Writing task

Teachers' feedback form

Advice for students. Find out what you *can* do and what you can do better.

	Very good √√, good √	You need to look at this again
<i>How did you do?</i>		
It's the right task eg an email, an essay		
It has the correct information		
It has the right number of words.		
Appropriate style and register throughout the text. <i>(friendly/formal etc)</i>		
Appropriate range of grammar with good level of accuracy.		
Appropriate use of linking words and topic sentences.		
There's a good beginning, middle and end.		
Appropriate range of vocabulary relating to the task.		
Accurate spelling with occasional mistakes.		
Good punctuation.		
The text is interesting.		
Clear and effective paragraphing and handwriting is easy to read.		
<i>Action plan</i>		
Practise your grammar		
Learn new words		
Practise different styles of writing		
Find more ideas for the text		
Learn to organise ideas in a text more effectively		
Practise spelling and punctuation		
<i>Other comments:</i>		

Students check list.

I can...	√
1 write an email/an essay/ a report etc	
2 write between 150 and 180 words	
3 give the correct information	
4 use a range of grammar with a good level of accuracy	
5 plan and write a beginning, middle and an end	
6 organise a text effectively using linking words and topic sentences	
7 use a range of vocabulary	
8 spell and punctuate correctly	

Activity 1

What do I do first?

1 You're going to do a written task. With a partner, put these actions in the best order. Discuss your answers.

Read what you have written and check it.	
Underline what you have to write and what information you need to give.	
Think of ideas.	
Organise your ideas and plan your paragraphs.	
Write your task and count the words.	
Read the task – twice!	<i>(Example)1</i>

Activity 2

Understanding the task

1 With a partner, read the task. Answer the questions.

There are plans for a new out-of-town shopping centre near where you live. Write an article for a local website describing what it will be like. Explain how you think the area and local people could benefit from the shopping centre.

A What type of text are you going to write (email, essay etc)?

B Who is the target reader (who is the text for)?

C Will the style be informal or formal?

D What will you write about?

2 Look at the tasks below and complete the table.

	What <u>type of text</u> are you going to write?	Who is the target reader?	Will the <u>style</u> be formal or informal?	What will you <u>write about</u> ?
Task A				
Task B				
Task C				

A
Your local government is planning to sell some of the land around your school or college to a local company to build a new car park. Write a letter to the local government explaining why you disagree with the plan and suggest another location for the car park.

B
Your class has been discussing whether it is important to keep national customs and traditions alive. Your teacher has asked you to write an essay giving your opinion.

C
An international magazine wants students around the world to write an article on their early memories of school life. In your article you should describe a favourite memory. Say how you felt at the time and why it is special to you.

3 With a partner, check your answers.

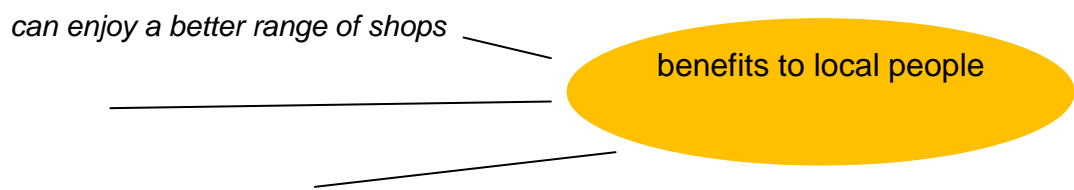
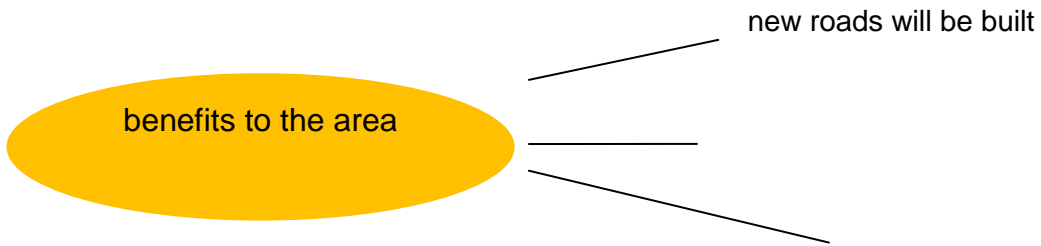
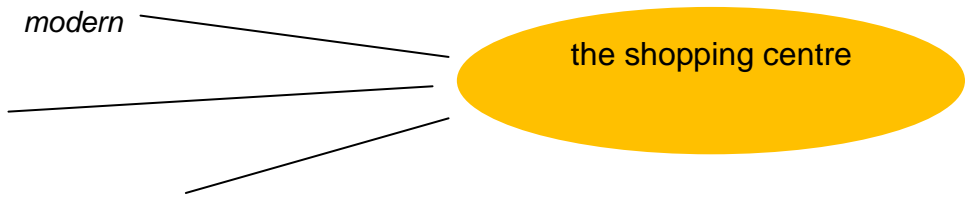
Activity 3

Getting your ideas

What words and phrases can I use?

Look at the task again. With a partner, add your ideas.

There are plans for a new out of town shopping centre near where you live. Write an article for a local website describing what it will be like. Explain how you think the area and local people could benefit from the shopping centre.



Activity 4

Planning your text.

There are plans for a new out of town shopping centre near where you live. Write an article for a local website describing what it will be like. Explain how you think the area and local people could benefit from the shopping centre.

1 A good article needs a **title**. Which is the best title and why?

This town will have a new shopping centre.

Exciting plans for new shopping centre.

A new shopping centre will open next year.

2 Why is it a good idea to use a **question** at the beginning of the article?

3 Plan your paragraphs. Match the paragraph to the function.

- | | |
|-------------|---|
| Paragraph 1 | A Say how local people could benefit and conclusion. |
| Paragraph 2 | B Introduction. Begin with an interesting sentence or question. |
| Paragraph 3 | C Say how the area could benefit. |
| Paragraph 4 | D Describe the shopping centre. |

4 The beginning of each paragraph is called a **topic sentence**. This must be clear and make the reader interested. Compare the two sentences for the beginning of paragraph 2. Which is better and why?

The plans for the shopping centre are impressive.
There are plans for some new shops.

5 Think of a topic sentence for paragraph 3 and 4.



Activity 5

Writing your text

Don't forget to
count the
words!

1 Now write your article. Write 120-180 words. Use the ideas and phrases from Activities 3 and 4.

There are plans for a new out of town shopping centre near where you live. Write an article for a local website describing what it will be like. Explain how you think the area and local people could benefit from the shopping centre.

Sample answer

Exciting plans for new shopping centre

Do you find it hard to buy everything that you need in your local shops? This is often the case in small towns where many shops have closed or they simply don't sell the right goods. An out-of-town shopping centre is a good alternative.

The plans for the shopping centre are impressive. It will be easy to get to with lots of parking. It will also be a relaxed shopping environment with plenty of cafes and restaurants. Above all, it will be family-friendly with regular activities for children.

I'm sure that the local area could benefit from the plans. New shops would encourage people to visit and spend money. The attractive new buildings would also replace ugly old buildings. As well as that there would be safe new roads that the area has needed for a long time.

I really believe that local people would also enjoy a better range of shops and appreciate more competitive prices. However, what is more important is that there would be exciting job opportunities for them. I just hope that you agree!

179 words

Activity 6

Checking your work

1 Check and improve your work. Use the checklist below to help you.

I can...	√
1 write an email/a letter/a description etc	
2 write between 120 and 180 words	
3 give the correct information	
4 use simple, correct grammar	
5 plan and write a beginning, middle and an end	
6 connect short phrases with “and”, “but” and “because”	
7 use interesting vocabulary	
8 spell and punctuate correctly	

2 Give your work to your teacher. Your teacher will correct your work and give you a feedback form.

3 Look at your feedback form. Make changes and write your text again.



4 Put your corrected work in your file or folder. Then try another task.

Sample tasks



Remember to check your feedback form before you hand in your work.

Sample 1

Your local government is planning to sell some of the land around your school or college to a local company to build a new car park. Write a letter to the local government explaining why you disagree with the plan and suggest another location for the car park.

Sample 2

Your class has been discussing whether it is important to keep national customs and traditions alive. Your teacher has asked you to write an essay giving your opinion.

Sample 3

An international magazine wants students around the world to write an article on their early memories of school life. In your article you should describe a favourite memory. Say how you felt at the time and say why it is special to you.

Sample 4

A group of foreign students is planning to visit your town. The group organiser has asked you to write a report on places to visit. You should describe some of the good and bad points of each place and finish with your personal recommendation.

Sample 5

You recently visited the local sports centre and were not happy with the facilities. Write a letter to the manager giving details of your experience and why you were unhappy.

Sample 6

A friend in Canada is coming to study in your country and has asked you to send some information. In your letter you should describe student life in your town or village and offer advice about where to live and what to do.

Extra activities: Handout 1

Order of adjectives.

1 Read the following descriptions and underline the pairs of adjectives.

A

My favourite shop is a boutique on the High Street. It sells beautiful, old jewellery and ornaments. Last week I found a large, square mirror for my bedroom. The frame is made from dark, African wood and tiny, gold flowers have been painted on it.

B

I think that my favourite shop has to be the cake shop. I especially like the round, chocolate cakes that they sell. This week they're doing a selection of small, French pastries filled with jam. They serve them with an amazing, cream sauce. I can't wait to try them.

2 Complete the table with the adjectives from the descriptions.

Order of adjectives						
opinion	size	shape	age	colour/taste	origin	material
beautiful			old			
		
...	

3 Complete the sentences. Use the adjectives in brackets.

Example:

I need to buy some _____ T-shirts for my holidays. (cotton/nice)

I need to buy some *nice cotton* T-shirts for my holidays.

[*opinion*] [material]

- 1 There are lots of _____ restaurants here. (good/Turkish)
- 2 She's looking for a _____ bag for all her books. (leather/big)
- 3 Do you have any _____ cakes today? (cream/fresh)
- 4 I've just bought _____ bracelet for my friend. (beautiful/gold)

4 Describe your favourite shop. What does it sell and why do you like it?

Background information: The written task

At ISE II (B2) students need to show that they:

- understand the task and can give the right information
- can organise and structure their ideas in a simple way
- can produce a clear and detailed text following the instructions
- can express opinions, evaluate and make suggestions
- have good grammatical control and don't make mistakes which lead to misunderstanding
- have a high level of lexical accuracy

Task types

Descriptive essay

Discursive essay

Argument essay

Article (magazine or online)

Informal email

Informal letter

Formal letter or email

Review

Report

Refer to document called Guidance with Genres

B2 CEFR

Can express news and views effectively in writing and relate to those of others.
Can write letters conveying degrees of emotion and highlighting the personal significance of events and experiences and comment on the correspondent's news and views.
Can write clear, detailed texts on a variety of subjects related to his field of interest, synthesising and evaluating information and arguments from a number of sources.
Can write clear, detailed descriptions of real or imaginary events and experiences marking the relationship between ideas in clear connected text and following established conventions of the genre concerned.
Can write clear, detailed descriptions on a variety of subjects related to his/her field of interest.
Can write a review of a film, book or play.
Can write an essay or report that develops an argument systematically with appropriate highlighting of significant points and relevant supporting detail.
Can evaluate different ideas or solutions to a problem.
Can write an essay or report which develops and argument, giving reasons in support of or against a particular point of view and explaining the advantages and disadvantages of various options.
Can synthesise information and arguments from a number of sources.

Topic areas

Society and living standards
Personal values and ideals
The world of work
Natural environmental concerns
Public figures past and present
Education
National customs
Village and city life
National and local produce and products
Pollution and recycling
Early memories

Answer key

Activity 1

- 1 Read the question – twice.
- 2 Underline what you have to write, who you are writing to and what information you need to give.
- 3 Think of ideas.
- 4 Organise your ideas and plan your paragraphs.
- 5 Write your task and count the words.
- 6 Read your task and check it.

Activity 2

A an article

B a website

C informal

D description of shopping centre, benefits for the area and local people

	What <u>type of text</u> are you going to write?	<u>Who</u> is the target reader?	Will the <u>style</u> be formal or informal?	What will you <u>write about</u>?
Task A	letter	Local government	formal	Why you disagree with the plan/suggest another location for the car park
Task B	essay	teacher	formal	Whether you think it's important to keep national customs and traditions alive
Task C	article	International magazine	informal	Description of a favourite memory from school, how you felt at the time and why it's special

Activity 3

(Possible answers:

the shopping centre: modern, attractive, new, clean, family-friendly, relaxed environment, better range of shops

Benefits to the area: new roads will be built, new attractive buildings will replace ugly old ones, it will encourage people to visit and spend money

Benefits to local people: can enjoy the better range of shops, appreciate competitive prices, more job opportunities)

Activity 4

1 (Answer key: The second title is better because it uses a lively adjective and omits the words that are unnecessary in titles or headlines eg This, A etc)

2 (Answer key: It attracts the reader/makes them interested)

3 (Answer key: 1B, 2D, 3C, 4A)

4 (Answer key: The first is better because the language interests the reader and introduces the main idea for the paragraph ie that there are *impressive* plans not just plans)

5 (Possible answers: 3 I'm sure that the local area could benefit from the plans.

4 I really believe local people would enjoy a better range of shops)

Activity 5

Exciting plans for new shopping centre

Do you find it hard to buy everything that you need in your local shops? This is often the case in small towns where many shops have closed or they simply don't sell the right goods. An out-of-town shopping centre is a good alternative.

The plans for the shopping centre are impressive. It will be easy to get to with lots of parking. It will also be a relaxed shopping environment with plenty of cafes and restaurants. Above all, it will be family-friendly with regular activities for children.

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I really believe that local people would also enjoy a better range of shops and appreciate more competitive prices. However, what is more important is that there would be exciting job opportunities for them. I just hope that you agree!

Handout 1

1 A

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B

I think that my favourite shop has to be the cake shop. I especially like the round, chocolate cakes that they sell. This week they're doing a selection of small, French pastries filled with jam. They serve them with an amazing, cream sauce. I can't wait to try them.

2

[Answer key]

opinion	size	shape	age	colour/taste	origin	material
beautiful	large	square	old	dark	African	cream
amazing	tiny	round		gold	French	
	small			chocolate		

3 Example, nice cotton, 2 good, Turkish, 3 fresh, cream, 4 beautiful gold