

Activity 1: Reviewing a training course

Level:

CEFR B1

Time:

60 minutes

Resources:

▶ Handouts

Aims:

- ▶ To encourage learners to exchange views on different training courses
- ▶ To give learners practice of proofreading and identifying common mistakes
- ▶ To give learners practice in completing a form
- ▶ To raise learners' confidence in giving factual accounts; narrating events in the past; expressing feelings and opinions; explaining and giving reasons; making suggestions

Exam task focus: Task 1

Procedure

1. Ask the learners whether they have attended any training courses other than ESOL classes either online or face to face. If any have, elicit details such as what they studied; how useful it was; how it has helped them; what mode of study it was etc. Explain that, in today's lesson, they are going to be thinking about short courses they might want to attend.
2. Tell learners they are going to read some information about possible courses they could attend and decide which of the courses they are most interested in. Highlight the bullet points in Activity 1A as this might help them come up with reasons. Do an example with them ie someone who is currently working in a restaurant but wanting to open her own restaurant in the future. Focus on the importance of giving reasons eg 'I'd like to do the course about starting your own business because'. Give learners a few minutes to read through the course descriptions then put them into small groups to discuss their choices. Conduct whole class feedback.
3. Set the context by explaining that Marina decided to do the course on *Staying Safe Online*. Explain that, when the course was finished, she was asked to give some written feedback. Tell learners they are going to read her response and answer the questions in Activity 2A. There are some errors in the email but don't focus on these yet. Tell the learners to read the email on their own and answer the questions then put them into pairs / small groups to compare their answers. Conduct whole class feedback. This is a good opportunity to talk about online safety with the group. You could give them advice on creating safe passwords eg three random words with a capital letter and number [PlantHouseRun56]; using anti-virus software; spotting scam emails; keeping their children safe online etc.

Suggested answers:

What was she happy about? *The course was easy to understand and useful.*

What did she learn? *She learnt about using different passwords; avoiding computer viruses; spam emails and identity theft.*

What changes is she going to make to keep safe online? *She's going to stop online banking when she is on an insecure internet connection; change her passwords; download some free anti-virus software.*

What change did she suggest? *Making the course longer by including something on keeping children safe online.*

4. Ask learners whether they noticed any errors in the feedback and note these with corrections. Then explain that they need to find three spelling errors; three grammatical errors and three errors with capital letters and full stops. Tell them to work individually on Activity 2B to find the nine errors. Then put them into pairs to compare their answers. Conduct whole class feedback. Point out the importance of proof-reading their own work once they have done any writing.

Answers:

Text with errors highlighted

The course was easy to understand and use. **it** was really **usefull** for me. I got some good **advices** about using different passwords and how to avoid **C**omputer viruses. I also learnt about spam emails and identity theft.

I'm going to make a lot of changes to make sure I am safer online in the future **^ (full stop needed)** I'll stop doing online banking when I'm not in a password protected wi-fi zone. At the moment, I **using** the same password for everything, but I learnt that I need to use **diferent** passwords. I'm also going to download some free anti-virus software to protect my computer.

I think the course should be **more long.** I wanted to learn about keeping my children **save** online but there wasn't anything about this.

Correct version

The course was easy to understand and use. it was really useful for me. I got some good advice about using different passwords and how to avoid computer viruses. I also learnt about spam emails and identity theft.

I'm going to make a lot of changes to make sure I am safer online in the future. I'll stop doing online banking when I'm not in a password protected wi-fi zone. At the moment, I use the same password for everything but I learnt that I need to use different passwords. I'm also going to download some free anti-virus software to protect my computer.

I think the course should be longer. I wanted to learn about keeping my children safe online but there wasn't anything about this.

5. Introduce the learners to Task 1 of the Entry 3 Writing exam and explain that they need to complete a form. Tell them to read the task in Activity 3A and check that they understand what they have to do. Explain that in the actual exam, they will need to show that they have planned

their answer, so they are going to practise doing it now. Briefly discuss the benefits of planning writing. Have a discussion about techniques for planning and the importance of writing notes, mind maps or bullet points rather using full sentences which will take time. Put learners into pairs and tell them to discuss what to include in each of the sections – encourage them to put notes under each of the headings. Explain that in the actual exam, there will simply be a box that they will need to use so they might need to make their own headings. Conduct whole class feedback focusing on how to turn their bullet points into full sentences.

6. Tell learners to complete the form on their own using the plan they worked on for Activity 3A. Remind them that they need to write approximately 120 words so should keep checking the number of words as they are writing. Once complete, before you take in the responses, tell learners to work with a partner to check each other's work. Suggest they look for errors with spelling, punctuation and grammar.
7. Finish the lesson by asking whether the learners would like to attend a short course and, if so, what would they like to study. Suggest local places where they might be able to do courses or give them links to online courses. All the courses in the lesson are adapted from actual courses that are available.

Notes on cultural awareness and appropriacy

These days so much is done online it is important for people to learn about being safe online. This is touched on in the lesson but, if you have time or in a subsequent lesson, it would be useful to spend more time focusing on what the learners can do to ensure they are safe online. There are many websites with advice on this, here are a few suggestions:

<https://staysafeonline.org/stay-safe-online/>

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

Handout activity 1

Activity 1A

Look at the different training courses.

Which of the courses would you like to attend? Tell your classmates why.

Think about:

- ▶ your past experience
- ▶ your interests
- ▶ your family situation
- ▶ cost
- ▶ length of course
- ▶ future possibilities / plans

Introduction to the role of Teaching Assistant

This course is suitable for anyone thinking of working in a nursery, school or college supporting teachers in the classroom.

6 hrs a week for 20 weeks (daytime) 3 hrs a week for 40 weeks (evenings)

The course is free for anyone who is not working.

The fee for people who are currently employed is £110.

First Aid

This course will help you to save adult's and children's lives in an emergency.

6 hrs over 3 days. The course is available during the day and in the evening. £30

Staying Safe Online

Learn all about the dangers of the Internet and what you can do to keep you and your children safe.

2 hrs online. You can do this course whenever you want. The course is free.

Starting your own Business

You can complete this free 4-hr course at a time to suit your schedule. The course is fully online.

You will learn:

- the rules and regulations of starting your own business
- how to write a business plan
- how to market your business
- financing your own business

Motor Vehicle Maintenance

This introductory course is for anyone interested in a career in motor vehicle maintenance. During the course, you will do a 3-week work placement in a local garage. Many of our past students have been offered work as a result of the work placement.

2 days a week for 12 weeks. £75

Handout activity 2

Activity 2A

Marina decided to do the Staying Safe Online course. After the course, she was asked to give some feedback on the training. Read her feedback and answer the questions.

Tell us about the Staying Safe Online course you did on 12th March.

- What did you like?
- How will it help you in the future?
- Can you suggest any improvements?

The course was easy to understand and use. it was really usefull for me. I got some good advices about using different passwords and how to avoid Computer viruses. I also learnt about spam emails and identity theft.

I'm going to make a lot of changes to make sure I am safer online in the future I'll stop doing online banking when I'm not in a password protected wi-fi zone. At the moment, I using the same password for everything, but I learnt that I need to use diferent passwords. I'm also going to download some free anti-virus software to protect my computer.

I think the course should be more long. I wanted to learn about keeping my children save online but there wasn't anything about this.

What was she happy about?

What did she learn?

What changes is she going to make to keep safe online?

What change did she suggest?

Activity 2B

Look at Marina's email again. She made some mistakes in her writing. Find them and correct them.

- ▶ Find three mistakes with punctuation (capital letters, full stops)
- ▶ Find three spelling mistakes
- ▶ Find three grammatical mistakes

Handout activity 3

Activity 3A

In Task 1 of the Skills for Life Entry 3 Writing exam, you have to complete a form.

Look at the task below.

You went on a good course last week. Complete the form below saying:

why you liked the course

how it will help you in the future

how it compares to other courses you've been on

Write about 120 words.

Planning

Work with a partner to plan your answer.

- ▶ Decide what course you are going to write about
- ▶ Decide what you are going to write about for each of the bullet points
- ▶ Think about approximately how many words you should use in each section

Activity 3B

Use your notes to write your answer.

Feedback Form	
Name of course:	Date:
Why you liked the course	
<hr/> <hr/> <hr/> <hr/> <hr/>	
How it will help you in the future	
<hr/> <hr/> <hr/> <hr/> <hr/>	
How it compares to other courses you have been on	
<hr/> <hr/> <hr/> <hr/> <hr/>	

Activity 3C

Work with a partner to check your answers. Look for any mistakes with:

- ▶ spelling
- ▶ capital letters and full stops
- ▶ grammar