

Getting to know Practical Writing

Before you use a new program with your students, it is important that you feel comfortable both with the contents and the way the program works. Try this short exercise which has been designed to help teachers get to know Practical Writing.

First look at the functionality. Try it out on a desktop/laptop, tablet, tablet or phone — or a combination of them.

1. How do you start Practical Writing in your institution? Write simple instructions for students.

.....
.....

2. What are the functions of the three sections: Starting Out, Practice Zone and Resource Bank?

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

3. How do you navigate between these three sections?

.....

4. Pick a unit and try a couple of exercises in the Practice Zone. What happens to the Marking/Scoring button after you have clicked on it?

.....
.....

5. What kind of materials will you find in the Resource Bank?

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

6. Are you, the teacher, allowed to print and photocopy the materials in the program?

.....
.....

Now investigate the content.

7. Starting Out. In the *TextSpeak* unit, how does the teacher illustrate the need for different styles in different text types?

.....
.....

8. Practice Zone. What are the four learning objectives in the *Taking notes* unit?

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

9. Resource Bank. Go to the *Essays: for and against* unit. What does the download labelled *Check your first draft* illustrate, and how could you use it with your students?

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

10. Spend a few minutes working through the *Official letters* unit. What does the unit tell you about why anyone would want to learn to write a letter these days?

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

11. Where can you find the syllabus of Practical Writing?

.....

12. How will you use Practical Writing with your students? Make notes.

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