

## Getting to know Practical Writing: Answers

*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.  
*For example: 'Log in to the school website and click on the link on the writing skills page.' Or, 'Click on the image on the library page.' It is important to be able to direct students clearly and accurately.*
2. What are the functions of the three sections: Starting Out, Practice Zone and Resource Bank?  
*In the Starting Out section, a teacher explains what the students will learn in that unit, both the text type and the writing skills. The Practice Zone is where the student will find the interactive activities: there are 12 in each unit. And the Resource Bank is a repository of downloadable PDFs for printing.*
3. How do you navigate between these three sections?  
*Click or tap on the three icons; click on the arrows on the left/right of the section on a computer, or swipe left/right on a phone.*
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?  
*Where there is feedback, it turns into a Feedback button. If there isn't feedback, it turns into a See the answers button.*
5. What kind of materials will you find in the Resource Bank?  
*Depending on the unit, the Resource Bank might contain study sheets, activity sheets, model writing, and audio and video transcripts.*
6. Are you, the teacher, allowed to print and photocopy the materials in the program?  
*You can, provided your institution is licensed to use Practical Writing and the copies are for your students and are not charged for.*
7. Starting Out. In the *TextSpeak* unit, how does the teacher illustrate the need for different styles in different text types?  
*By comparing how you would tell a story to your grandmother, and how you would tell the same story to a friend your own age.*
8. Practice Zone. What are the four learning objectives in the *Taking notes* unit?  
*To learn how to: use layout and abbreviations effectively; identify important points; prepare to take notes by researching the topic; take notes from a talk. You can find the learning objectives in the What will I learn? Activity in the Practice Zone.*

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?  
*It shows how three students have brainstormed, planned and written an essay. You could use it to model or illustrate the writing process.*
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?  
*The Staring Out section explains that letters are still required by government departments, banks and lawyers. The examples in the unit include a letter to the Immigration Department, to the Housing Department, and for a job application.*
11. Where can you find the syllabus of Practical Writing?  
*It's [here](#). Go to [ClarityEnglish.com](http://ClarityEnglish.com), and navigate to the Practical Writing page.*
12. How will you use Practical Writing with your students? Make notes.  
*This is a useful prompt for teachers to discuss the practical integration of Practical Writing into the wider curriculum. The program is successfully used in class, for remedial work, for homework and for independent study.*