Guided Writing Teacher's Notes

Reading

1 Ask the students to read through the e-mail quickly and say what it's about. Elicit ideas from some students and see if there is a consensus.

Answer

Instructions on how to upload photos to a blog page

2 Point out that the instructions aren't in the correct order. Ask students to number the instructions / put the instructions in the correct order. Monitor, and help where necessary. Ask students to check their answers in pairs before checking as a class.

Answers

1 First, … **2** After that, … **3** Next, … **4** Finally, …

Language

3 Ask students to look at the language box, and remind them that we often use the imperative for instructions. Give or elicit some examples.

Put students in pairs and ask them to complete the four instructions with the words in the box. Monitor, and help where necessary before checking the answers as a class.

Answers

1 Enter **2** Click **3** Select / press **4** forget

4 Ask students to look at the language box about sequencers. Give or elicit some examples.

Then ask them to complete the instructions on how to make a cup of instant coffee. Monitor, and help where necessary. Ask students to check their answers in pairs before checking as a class.

Answers

a First, **b** Then, **c** After **d** Finally,

Writing

5 Ask students to choose ONE of the situations and write a short e-mail to a friend giving him / her instructions. Encourage them to look at Adam's e-mail to help and also to look at the checklist. Give students enough time to do the writing. You could also set this part as homework.

Checklist

Below is a quick checklist for you, the teacher, to use when looking at your students' e-mails. There is also a quick checklist on the students' page. Ask your students to look at this, read their e-mail, and check (✔) the boxes if they think they have remembered to do / use the different things.

She / He has …

- used imperatives ☐
- used sequencers ☐
- used short clear sentences ☐
- written instructions that are easy to follow ☐
- completed the task (i.e. topic focus). ☐

Inspired 1