

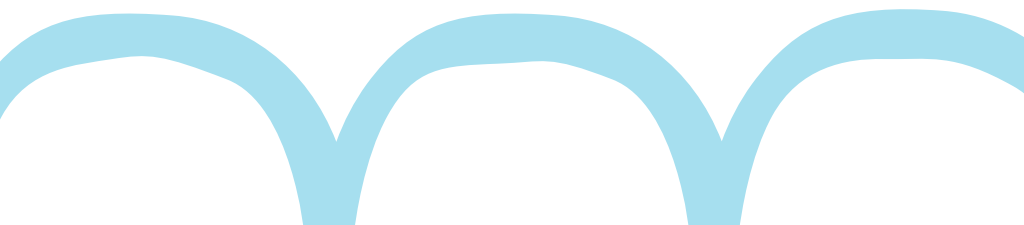
Teacher Toolkit for Written English Production





Welcome!

The focus of this toolkit is developing writing proficiency. Writing in English has real world applications in today's high tech, globalized world. Developing writing skills can transfer to improved reading comprehension, vocabulary development, and general communicative fluency. As students improve their ability to express their ideas effectively, they become more skilled at communicating in their first language too. We hope that you will find this toolkit useful as you are planning instruction and searching for creative ways to maximize student learning. Thank you for your dedication and commitment to continuous improvement.



Writing Skills

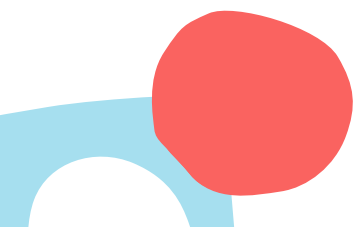
According to the *CEFR* (Common European Framework of Reference) *Companion Volume* (2018), there are two types of writing activities that we must keep in mind when we plan instruction. They are **writing for production** and **writing for interaction**. It is important to provide opportunities for developing proficiency in both types of writing (pp 79-96).

Writing for Production

Writing Activity	Example text types
Creative writing – personal, imaginative expression in a variety of text types	<ul style="list-style-type: none">• Descriptions• Stories• Diary entries• Biography• Poems• Narrations• Reviews
Written reports and essays – formal writing for academic or professional purposes	<ul style="list-style-type: none">• Reports• Summaries• Essays• Advantages-Disadvantages• Argumentation

Writing for Interaction

Writing Activity	Example text types
Correspondence	<ul style="list-style-type: none">• Letters• Postcards• Emails• Text messages
Informal or Functional communication	<ul style="list-style-type: none">• Notes• Messages• Forms
Online transactions and collaborations	<ul style="list-style-type: none">• E-Commerce• Social media• Group projects



Teaching Writing

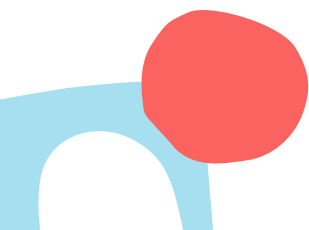
Teaching writing is process-based. The task is open-ended, and the goal is original communication in the student's authentic voice with a high-quality product. Writing conventions and discourse patterns vary across languages and must be taught and practiced. Provide engaging, varied models, authentic tasks, and partner/small group work at each stage of the process. Below is a step-by-step summary.



Academic Writing

As student proficiency develops, academic writing tasks are added to the curriculum. Below are skills that must be taught to support academic English conventions and discourse patterns.

Guiding question	Essential elements and skill development
Does the writing have a clear focus?	<ul style="list-style-type: none">• Main idea / thesis statement• Supporting paragraphs develop the main idea• Logical conclusion (not restatement of main idea)
Is it well-organized?	<ul style="list-style-type: none">• Begins with an introduction• Each paragraph explains one idea• Paragraphs are linked with sequencing and transition words• Ideas flow logically• Ends with a conclusion
Are ideas supported with evidence and examples?	<ul style="list-style-type: none">• Ideas are developed with descriptions, examples, or further information• Language is varied and clear• Correct use of quotes and attribution of resources
Is it written with the correct style?	<ul style="list-style-type: none">• Consider audience, tone,• Consider purpose: narration, exposition, description, persuasion• Consider word choice, sentence structure, and punctuation
Is it written in correct standard English?	<ul style="list-style-type: none">• Edit for grammar, spelling and punctuation• Credit resources correctly



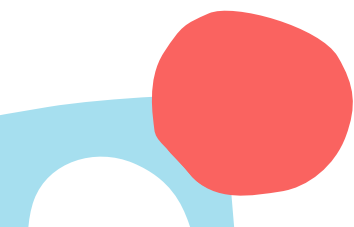
Grammar and Writing

Yes! Teach grammar. Teaching grammar is important and can help students become better writers, however, it is not the primary focus in the writing process. Communicating ideas in English is the primary focus of the writing process, not formatting grammatical correct sentences. Consider this question when making decisions regarding overt grammar practices.

“After completing these exercises, will the student be able to apply this to write more advanced styles, to edit better, to understand our marks, and to have more productive conferences?” (Commonsenseel, 2022).

Key ideas to help guide grammar instruction

1. Words: **vocabulary is essential** to communicate any idea. The sentence structure (grammar) is secondary. Task completion is the main goal, structural accuracy is a sub goal. Short answers or a few words or gestures are communication.
2. It is essential to **contextualize the grammar instruction**. The same grammar structure can have different meanings depending on the context. Learners need context to help make lasting connections.
3. It is important to practice structures with a focus on both **fluency and accuracy**. Drills in isolation will not result in natural, fluent use. Provide meaningful tasks where learners are guided to use the targeted structure.
4. **Grammar must be explicitly taught**. Learners must see a pattern, use metacognition to think about the pattern and then practice the pattern in a variety of different contexts to acquire structural knowledge.
5. Grammar rules can be acquired through **deductive or inductive** reasoning. A variety of approaches is advisable to connect with learners.
 - a. Deductive = present a rule → students practice the rule
 - b. Inductive = present examples → students generate the rule



Sample Student Tools

A. Student Planning Tool for Opinion Writing (Level A2+)

Name: _____ Date: ____/____/____

Opinion Writing

(Express your opinion by giving reasons and examples)

Topic: _____

My Opinion (Your opinion about the topic)

<hr/> <hr/> <hr/>		
Reason & Example #1	Reason & Example #2	Reason & Example #3
<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Conclusion:		
<hr/> <hr/>		

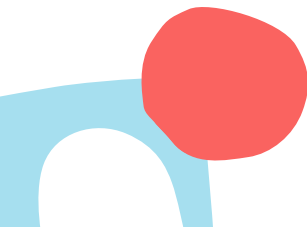
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B. Student Editing Tool for Opinion Writing (Level A2)

Editing Checklist – An Essay: Education
I completed the writing task.
I included a main idea describing my opinion.
I wrote separate paragraphs about the good and bad aspects.
I included supporting details to explain my opinions.
I used transition and linking words to guide the reader.
I wrote a conclusion with suggestions for the future.
I used variety in vocabulary – not just common words.
My verbs match the subject in the correct time and number.
I used capital letters, correct punctuation marks and spelling.
Each new paragraph is indented or double spaced.
I didn't use a dictionary or translator.

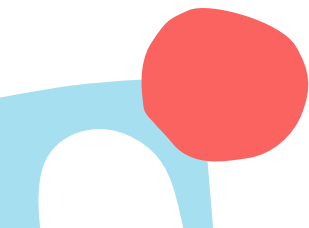
C. Student Editing Tool for Opinion Writing (Level B1+)

Editing Checklist – A Favorite Film
I completed the writing task.
I described the film.
I gave my opinion about the film.
I included vocabulary about films and good/bad adjectives.
I used the different past tenses correctly.
My verbs match the subject in the correct time and number.
I used capital letters, correct punctuation marks and spelling.
Each new paragraph is indented or double spaced.
I didn't use a dictionary or translator.



Teaching Techniques to Promote Writing Proficiency

1. **Free Writing:** Encourage students to write without worrying about grammar or spelling. This helps foster creativity and fluency.
2. **Writing Prompts:** Provide stimulating writing prompts or topics that inspire students to express their thoughts and ideas.
3. **Real-Life Writing Tasks:** Assign practical writing tasks, such as writing emails, letters, or shopping lists, to make the learning relevant and useful.
4. **Peer Editing:** Have students exchange their written work and provide constructive feedback to each other. This helps improve both writing and editing skills.
5. **Model Texts:** Show students well-written samples of the type of writing they are expected to produce. Analyze these texts together.
6. **Sentence Frames and Starters:** Provide sentence frames or starters to guide students in constructing sentences and paragraphs.
7. **Graphic Organizers:** Use visual aids like mind maps, charts, and graphic organizers to help students organize their thoughts before writing.
8. **Journaling:** Encourage students to keep personal journals to practice writing regularly and explore their feelings and experiences.
9. **Writing Games:** Introduce fun and interactive writing games that challenge students to use language creatively.
10. **Collaborative Writing:** Assign group writing tasks to encourage collaboration, communication, and idea-sharing.
11. **Revision Workshops:** Teach students the importance of revising their work and conduct revision workshops to help them improve their writing.
12. **Vocabulary Building:** Implement activities and games to expand students' vocabulary, which will enable them to express themselves more effectively.
13. **Dictation Exercises:** Improve listening, spelling, and writing skills through dictation exercises.
14. **Blogging or Online Writing:** Have students create and maintain blogs to share their writing with a broader audience.
15. **Storytelling:** Encourage students to write and share their own stories, fostering creativity and narrative skills.
16. **Reflective Writing:** Ask students to write reflections on their learning progress and language development.



eLearning Writing Resources (free)

1. **BritishCouncil-LearnEnglishTeens**

<https://learnenglishteens.britishcouncil.org/> Designed specifically for teenagers, this website offers interactive writing tasks and games to improve writing skills.

2. **ManyThings** <https://www.manythings.org/> This website offers a section on "Writing Practice for ESL Students" with various writing exercises and quizzes.

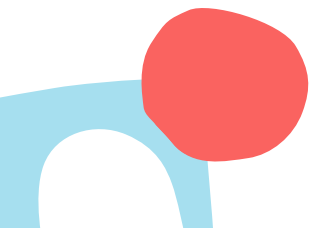
3. **Breaking News English** <https://breakingnewsenglish.com/> This website provides current event-based ESL lessons that involve reading and writing activities, helping learners stay informed while practicing their writing skills.

4. **OxfordUniversityPress-WritingSkillsPractice**

https://elt.oup.com/student/englishfile/elementary/c_writing/ Oxford University Press provides writing practice exercises for elementary level students to enhance their writing abilities.

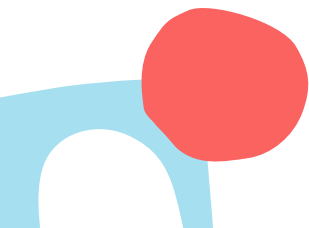
5. **ESL Lounge** <https://www.esl-lounge.com/> ESL Lounge offers a variety of writing resources, including worksheets and activities for learners at various proficiency levels.

6. **Agenda Web** <https://agendaweb.org/> Agenda Web offers writing exercises and worksheets, covering topics like grammar, vocabulary, and sentence structure.



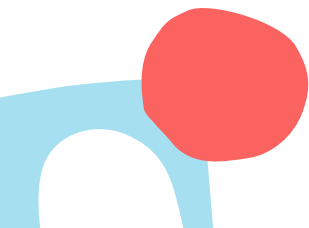
Teaching Techniques to Promote Grammar Proficiency

1. **Error Analysis:** Analyze common errors in students' writing and provide targeted instruction to address these issues.
2. **Grammar Drills:** Use targeted grammar exercises to address specific language errors commonly made by ESL learners.
3. **Interactive Worksheets:** Use interactive worksheets that require students to apply grammar rules in writing exercises.
4. **Sentence Combining:** Teach students how to combine short, simple sentences into more complex and sophisticated ones.
5. **Grammar Games:** Introduce interactive grammar games and activities that make learning grammar enjoyable and engaging.
6. **Modeling:** Demonstrate proper grammar usage by providing well-written model texts and explaining how grammar enhances clarity and coherence.
7. **Peer Editing:** Encourage students to exchange writing samples and look for grammar errors in each other's work. This fosters collaborative learning and improves grammar awareness.
8. **Mini Grammar Lessons:** Incorporate short, focused grammar lessons during writing workshops or classes to address specific grammar points.
9. **Proofreading Activities:** Assign proofreading tasks where students identify and correct grammar errors in texts.
10. **Grammar Journals:** Have students keep grammar journals to record new grammar concepts they learn and examples from their own writing.
11. **Grammar Videos and Tutorials:** Utilize online grammar videos and tutorials to reinforce lessons and provide additional explanations.
12. **Grammar Wall:** Create a grammar wall in the classroom with posters and examples of various grammar concepts for quick reference.
13. **Grammar Checklists:** Provide grammar checklists for students to use during the writing process, reminding them to check for specific grammar elements.
14. **Self-Assessment:** Encourage students to evaluate their grammar progress regularly and set goals for improvement.



eLearning Grammar Resources (free)

1. **British Council – LearnEnglish** <https://learnenglish.britishcouncil.org/>
This website provides a wide range of resources, including grammar lessons, quizzes, and writing tips for different proficiency levels.
2. **ESL Fast** <https://www.eslfast.com/> ESL Fast offers grammar lessons and exercises, along with reading and listening materials, to practice and improve language skills.
3. **Purdue Online Writing Lab (OWL)** <https://owl.purdue.edu/> OWL provides comprehensive writing resources, including grammar rules, citation guides, and writing tips.
4. **EnglishClub** <https://www.englishclub.com/> EnglishClub offers grammar lessons, quizzes, and writing tips to help learners improve their English proficiency.
5. **ESL Games World** <https://www.eslgamesworld.com/> ESL Games World provides grammar games and activities to make learning grammar more engaging and enjoyable.
6. **English Practice** <https://www.englishpractice.com/> English Practice provides grammar exercises, writing tips, and interactive quizzes to improve language skills.
7. **UsingEnglish** <https://www.usingenglish.com/> UsingEnglish offers a wide range of resources, including grammar lessons, quizzes, and writing exercises.
8. **Agenda Web** <https://agendaweb.org/> Agenda Web provides grammar exercises and worksheets covering various grammar topics.



Credits:

**Creadora de Contenidos del Módulo
Y
Investigadora de Recursos
Camille Campbell
ESL and Spanish Instructor
Curriculum Consultant
Voluntaria Cuerpo de Paz**



**Dirección de Desarrollo Curricular
Departamento de Tercer Ciclo y
Educación Diversificada
Asesoras nacionales de inglés**

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Reference List

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"Encendamos juntos la luz"