

E-LESSON PLAN

Cover Page

1. Learners /course fit

- Course Structure: a three-module online preparatory course for KET (Key English Test) -reading and writing, listening and speaking. This lesson is intended for the Reading and Writing Module focusing on part nine (question 56) of the paper.
- E-learners: a class of pre-intermediate e-learners (level A1 CEFR) aged between 17 and 24. Most of them are enrolled in a F2F language course but they feel the need for extra preparation for KET. They are either taking part in secondary school or university. Some under-graduates have full-time jobs. They enrolled in this course due to its suitability for people with busy lives who can't make time for extra classroom study.

2. Objectives

E-learners will be able to analyse and write a message for part 9 of the Reading and Writing Paper.

3. Number of learners

Twelve

4. Materials /tools /links

Word document (reading background) /Wiki, team forum and team chat (group discussion) /Forum and instructions

5. Anticipated Problems /Solutions

- Groups must submit post 1 until Tuesday 11am to give participants enough time to reply;
- If participants are not posting, I will send them a message offering support and reminding them of the conference's deadline (Wed /11pm).

Procedure Page

1) *E-tivity stages*

Stages	E-learners	E-tutor
Before		Open forum with deadlines and instructions; provide background reading and other resources (word document /web sites).
During	Read instructions and text 1; Post 1: group discussion and posting of analysis; Post 2: reply to at least one group; Post 3: write a message; Post 4: reply to at least two participants.	Lurk, monitor and support e-learners: clarify doubts, comment on messages when necessary, ask questions, encourage interaction, praise e-learners, take action if problems arise.
After	Read forum summary.	Close forum, praise e-learners, weave and provide forum summary; encourage e-learners to read summary.

2) *Grouping arrangements*

Three groups of four (post 1) and individuals (posts 2 to 4).

3) *Conference Time*

The conference lasts 62 hours (from Monday 9am to Wednesday 11pm); post 1 must be submitted by 11am on Tuesday.

4) *Learning time*

Background reading (30 min), post 1 (60 min), post 2 (15 min), post 3 (15 min), post 4 (30 min) /2h30 total time

5) *Assessment /20*

Participation (required number of posts): /5

Content (rubrics, relevance and clarity): /5

Language (grammar, vocabulary, style, register, netiquette): /5

Mechanics (conventions, spelling, punctuation, length): /5

Instructions to E-learners

Opening message:

Dear all,

*This week's e-tivity 1 is about writing successful messages for KET. Please check the **reading background** in the resources and the **instructions** in the attachment. This forum will close on Wednesday (11pm), but you must submit **post 1 until 11am on Tuesday** to give the other participants enough time to reply. Send me a message if you need help!*

Enjoy your postings!

Lislei.

E-tivity:

E-tivity 1 Writing Successful Messages for KET

Monday to Wednesday

- ❑ *How can we write appropriate messages for part 9 of the Reading and Writing Paper?*
- ❑ **E-Learner skill: Analysing and writing short messages**

Part 9 of the Reading and Writing Paper is a guided writing task. In part 9, you must write a short message, note or postcard of 25-35 words. You must also communicate three parts of the message.

Purpose of the E-tivity: *To analyse and write a message for part 9 of the Reading and Writing Paper for KET*

Instructions

Read the following sample from a Reading and Writing Test (KET Handbook 2004).

Part 9 (Question 56)

You now live in a new house. Write a note to a friend about the house. Say:

Where your house is; which **room** you like best and **why**.

Write 25–35 words.

Now read a candidate's message below:

I live in a house in Araras Street Now. I like the living-room best. Come and visit me sometime.

See you.

E-tivity

Post 1 Work in groups. Analyse the candidate's message above and list three or four things he forgot to do. Choose a representative to post your group's list in the forum. (e.g. Post 1 – Team X's analysis)

Post 2 Individuals. Reply to at least one group's message saying if you agree or disagree with their list and why.

Post 3 Individuals. Write your own message for the Reading and Writing sample part 9 above. This is a new post. (e.g. Post 3 – My message for part 9)

Post 4 Individuals. Reply to at least two participants saying one thing they forgot to do in their message or asking a question to clarify something.

Guiding Principles (Salmon 2002)

- Motivation: the e-tivity addresses students' immediate needs when preparing for the exam.
- E-tivity deepens understanding: interaction enables a variety of perspectives, allowing participants to gain experience;
- Relevant and authentic task: it provides participants with a relevant outcome and a real context (writing messages).
- Collaborative work: it enables participants to work in groups to reflect, analyse, negotiate, clarify and justify choices;
- Metacognitive awareness: it develops reflection on the rules to writing messages.

Most important roles / activities: e-tutor is an enabler promoting interaction through the instructions, intervening only when necessary; e-learners are supporters to peers and play team roles; Posts 1 and 2 are the most important ones because they represent process (group discussion and analysis) and product (writing a message based on discussions).

APPENDIX

- Reading material for e-learners:

READING TEXT 1 **Paper 1 Reading and Writing Part 9**

⇓ **In this text**

How many words must you write for part 9?

What kind of message must you communicate?

How many parts of a message must you communicate?



Reading and Writing Part 9 (question 56)

1. **Read the following extracts** taken from *KET Handbook 2004*.
2. **Answer the questions about** a part 9 sample of a KET writing test.
(You will find it at the end of the reading text).



30 minutes

Paper 1: Reading and Writing

Part 9 (question 56)

In Part 9, candidates are given the opportunity to show that they can communicate a written message (25-35 words) of an authentic type, for example a note or postcard to a friend. The instructions indicate the type of message required, who it is for and what kind of information should be included. Candidates must respond to the prompts given. All three prompts must be addressed in order to complete the task fully. Alternatively, the candidates may be asked to read and respond appropriately to three elements contained within a short note, email or postcard from a friend.

What not to do:

Candidates are penalized for not writing the minimum number of words (i.e. fewer than 25). They are not penalized for writing too much, though they are not advised to do so. Candidates also need to think carefully about who the target reader is for each task and try to write in an appropriate style. It is important to write clearly so that the answers are easy to read. Candidates are also penalized for not writing all three parts of the message. They must sign their message or they will be penalized for that too.

Recommendations for candidate preparation:

Candidates need to practice writing simple communicative messages to each other or to a pen-friend to prepare for this part. The emphasis should be on the successful communication of a message, though it is also important to avoid errors of structure, vocabulary, spelling and punctuation.

Candidates must remember to cover all three pieces of information. If they do not give clear answers to the three points, they will lose marks. They should also remember that they need to read all the instructions carefully, including the opening rubrics (e.g. you are going to a concert on Saturday) that come before the three points they must cover.

If they are asked to write a note, they should remember to begin appropriately (e.g. 'Dear Ally') and to sign it, as they would in real life. Candidates must write at least 25 words or they will be penalized. They will not lose marks if they write more than 35 words, but they should be encouraged not to write many more as this will increase the risk of making errors and including irrelevant information.

Part 9 Sample

You have started going to a new sports club. Write an email to your English friend, Pat. Tell Pat:

Where the club is; what sport you do there; how much it costs.

Write 25-35 words.

Now answer these questions:

- a. *What kind of message must you write?*
- b. *Who must you write to?*
- c. *What parts of the message must you communicate?*
- d. *How many words must you write?*

See 



Further Study

<http://www.cambridgeesol.org/exams/general-english/ket.html>

[KET sample papers \(ZIP 17.9Mb\)](#)

[KET Information for Candidates \(PDF 763Kb\)](#)



KEY TO QUESTIONS ABOUT SAMPLE TEST

Reading Text 1

- a. *What kind of message must you write? An e-mail.*
- b. *Who must you write to? To an English friend, Pat.*
- c. *What parts of the message must you communicate? Where the club is, what sport I do there and how much it costs.*
- d. *How many words must you write? Between 25 and 35 words.*