



Writing practice

1535 Lengua Inglesa III

Curso 2022-2023

Pilar Aguado y Flor Mena





Step 1: Collecting information

- Process writing doc
- Type of text doc
- Template doc
- Rubric doc

Step 2: work in groups

- ▶ Form a group of 5
- ▶ Read the source text
- ▶ Study the type of text



**READINGS FOR WRITING SESSIONS**

LANGUAGE READINGS:

Info from the Internet:

1. *Language Courses Abroad*
2. *Studying abroad*
3. *Exhibitions, events, etc*

All the readings will be available on the AV



WRITING LETTERS

1535 Lengua Inglesa III
Curso 2022-2023
Pilar Aguado y Flor Mena

REPORTS AND PROPOSALS

1535 Lengua Inglesa III
Curso 2022-2023
Pilar Aguado y Flor Mena

REVIEWS


1535 Lengua Inglesa III
Curso 2022-2023
Pilar Aguado y Flor Mena


Step 2: work in groups

- Collate info from the type of text and the rubric

WRITING LETTERS

1535 Lengua Inglesa III
Curso 2022-2023
Pilar Aguado y Flor Mena


 Lengua Inglesa III Letter Scoring Rubric UNIVERSIDAD DE MURCIA	
Texts which do not comply with the content and format of the instructions provided will be scored with 0 marks for lack of task accomplishment. "Task not accomplished" will be written below the candidate's answer on the answer sheet.	
CONTENT SELECTION AND ORGANIZATION (2 marks) (What is said and whether it is said where it corresponds)	
LETTER LAYOUT: WRITER'S ADDRESS, DATE, RECIPIENT'S ADDRESS, SALUTATION, COMPLIMENTARY CLOSE AND SIGNATURE (1) (The address of the person who sends the letter. The day/month/year (or month/day/year) in which the letter is written. The address of the person to whom the letter is sent, the line where the recipient is named and greeted, closing line and signature).	
The addresses (if necessary) have been included and the format is correct. The date has been included and the format is correct. The recipient's name and a greeting formula have been included. The recipient's name and a greeting formula is appropriate and matches the relationship between the sender and the recipient (e.g., a close friend, a school mate, a relative, an out-of-school activity instructor, etc.). A signoff that is appropriate to the relationship between the sender and the recipient (i.e., at the right level of formality) has been included before the sender's name (signature). The sender's name has been included and the format is correct.	1
The addresses (if necessary) have been included but the format is not correct. The date has been included but the format is incorrect. The recipient's name and a greeting formula have been included. Either the recipient's name or the greeting formula are missing. Or the degree of formality employed to refer to and greet the recipient is not appropriate (too formal or too informal/colloquial). Neither the recipient's name nor a greeting formula have been included. A signoff has been included but it is not appropriate to the relationship between the sender and the recipient (i.e., it's either too formal or too informal/colloquial) or is misplaced. In the signature, the sender's name has been included but the format is incorrect.	0.5
The writer's address (if necessary) has not been included. The date has not been included. The recipient's address (if necessary) has not been included. Neither the recipient's name nor a greeting formula have been included. There is no complimentary closing/signoff. In the signature, the sender's name has not been included.	0
BODY (1) The part of the letter in which the aim(s) and details of the communication are clearly established and conveniently explained/illustrated. (At least 150 words of the minimum word count required (250 words) must be devoted to this part of the letter.)	
A paragraph or a couple of lines within the first paragraph are included to refer to the recipient's previous letter (if that was the case) and the reason(s) for the communication are clearly explained (i.e., this part of the letter accomplishes the communication goals indicated in the task instructions). If there are more than one communication aim, these are clearly distinguished and developed in separate paragraphs.	1
The body fails to (a) refer to the recipient's previous letter (when it should be necessary to do so); (b) indicate the reason(s) for replying to the recipient's previous letter (when it should be necessary to do so); OR (c) establish and explain the aims of the communication with the recipient (i.e., it does not accomplish the communication goal(s) indicated in the task instructions)	0.5
The body fails to include two or more of the elements indicated in the previous section (a and b; a and c; or b and c above)	0

 Lengua Inglesa III Letter Scoring Rubric UNIVERSIDAD DE MURCIA	
USE OF ENGLISH (7) Grammar and vocabulary	
GRAMMAR (5) Candidates must demonstrate mastery of C1 grammar topics. Two (or more) instances of the same error will be penalized only once.	
No "penalizable" errors.	5
One or two "penalizable" errors.	4
Three or four "penalizable" errors.	3
Five or six "penalizable" errors.	2
Seven or more "penalizable" errors.	1
Messy text.	0
VOCABULARY (2) Candidates must use a variety of lexical items.	
A wide variety of topic-related words/phrases is used. These w/p draw pictures in the reader's mind and linger there. Their placement in the sentence seems accurate, natural, and not forced.	2
A variety of topic-related words/phrases is used. These w/p draw pictures in the reader's mind and may even linger there. Occasionally, however, some of those w/p are used inaccurately or seem overdone.	1.50
Topic-related words/phrases have not been sufficiently developed (i.e., there are not enough of them to capture the reader's interest, or their use is incorrect). Word choice is vague and/or repetitive (i.e., w/p communicate clearly, but the text lacks variety, punch, and/or flair).	1
Messy use of vocabulary.	0
MECHANICS (1) (Spelling, Punctuation & Capitalization)	
SPELLING, PUNCTUATION AND CAPITALIZATION (1) Supposedly already acquired words (C1) must be correctly spelled. Common punctuation marks (1. Sentence endings (period, question mark, and exclamation mark); 2. Within-sentence marks (comma, semicolon, and colon); 3. Other marks (parentheses, double quotation marks, and ellipses) must be correctly used.	
No "penalizable" errors.	1
One or two "penalizable" errors.	0.50
Three or four "penalizable" errors.	0.25
Five or more "penalizable" errors.	0

Step 3: Deal with the task

➡ Use the template

LENGUA INGLESA III
LETTER WRITING



Extension: About 250-300 words.
Deadline: Wednesday, 28th September

Student 1
Last names & Name: _____

Student 2
Last names & Name: _____

Student 3
Last names & Name: _____

Student 4
Last names & Name: _____

Student 5
Last names & Name: _____

1. As you know, each writing practice consists of three stages:

- PRE-WRITING: Choose one of the pre-writing techniques studied in class and use it to generate ideas for your writing. Remember that you cannot use the pre-writing technique chosen for the following writing practices. Mistakes in grammar and spelling are allowed.
- DRAFTING: From the pre-writing done in the previous stage, draw an outline for your text and then, draft your text. Mistakes in grammar and spelling are allowed.
- FINAL VERSION: Check your draft for content selection and organization, use of English (i.e., grammar & vocabulary), and mechanics (i.e., punctuation, spelling, and capitalization), and write the final version of your text. It should be approx. 250-300 words long.

2. The task for this writing practice is the following:

THE UNIVERSITY OF QUEENSLAND ENGLISH LANGUAGE COURSES

You have received a guide from a university abroad, offering a wide range of courses to study. Write a **COMPLETE** letter asking for information about particular courses that could be interesting for you. In addition, enquire about living in that particular place, facilities, activities and other aspects that you consider of interest

Type your **PRE-WRITING** here:

Type your **DRAFT** here:

Type the **complete LETTER** here:



Step 3: Deal with the task



Use the template

1. As you know, each writing practice consists of three stages:

- a) PRE-WRITING: Choose one of the pre-writing techniques studied in class and use it to generate ideas for your writing. Remember that you cannot use the pre-writing technique chosen for the following writing practices. Mistakes in grammar and spelling are allowed.
- b) DRAFTING: From the pre-writing done in the previous stage, draw an outline for your text and then, draft your text. Mistakes in grammar and spelling are allowed.
- c) FINAL VERSION: Check your draft for content selection and organization, use of English (i.e., grammar & vocabulary), and mechanics (i.e., punctuation, spelling, and capitalization), and write the final version of your text. It should be approx. 250-300 words long.

Step 3: Deal with the task

- Use the template

2. The task for this writing practice is the following:

THE UNIVERSITY OF QUEENSLAND ENGLISH LANGUAGE COURSES

You have received a guide from a university abroad, offering a wide range of courses to study. Write a COMPLETE letter asking for information about particular courses that could be interesting for you. In addition, enquire about living in that particular place, facilities, activities and other aspects that you consider of interest

Type your **PRE-WRITING** here:

Type your **DRAFT** here:

Type the **complete LETTER** here:



Step 4: Submit the task

- Send it using TAREAS tool from the AV in due time
- Letters: 28th September 2022, 13:00
- Reports and proposals: 26th October 2022, 13:00
- Reviews: 30th November 2022, 13:00