



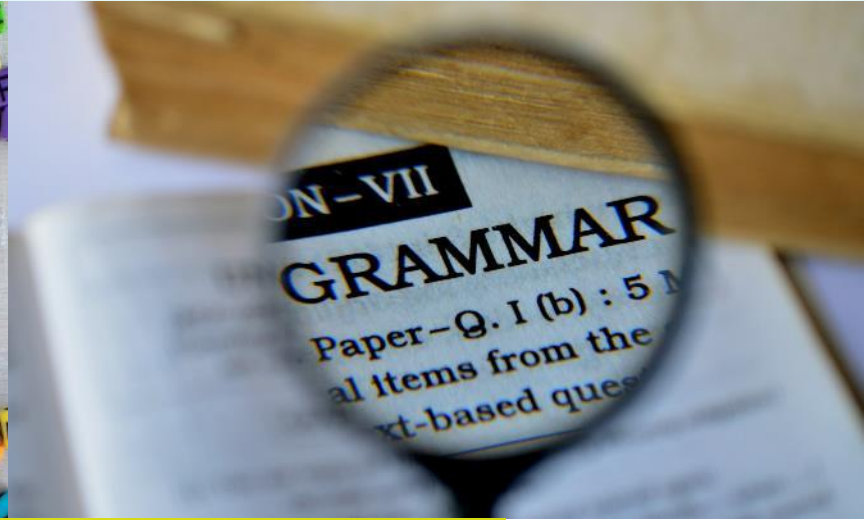
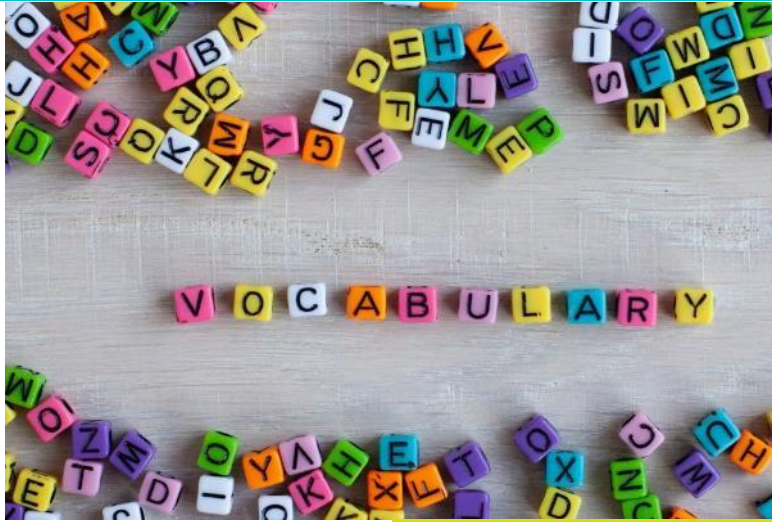
OXFORD

Guided Discovery Strategies for Teaching Writing

Jacqui Koo

*HKBU Affiliated School Wong Kam Fai
Secondary and Primary School*

What difficulties do you
encounter when you teach
writing?



Vocabulary

- Do students keep on using the same vocabulary items throughout the same piece of writing?
- Are they using the **RIGHT** vocabulary items?



I really liked my primary school. It is beautiful with much trees. The teachers are very good and the students were very good too. It has good environment and the school was big. I was proud to study in this good school and notorious school. Although I leave this school now. I still

SOME of the problems:

- “good” x 4
- Tense
- “notorious” ???

Notorious = famous?

Grammar

- Tense
- Punctuation
- Run-on sentences...



Ideas

- Lack of ideas
- Too many ideas
- Organisation of ideas...



Other things that bother me...



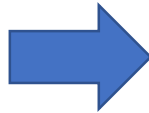
Purpose?



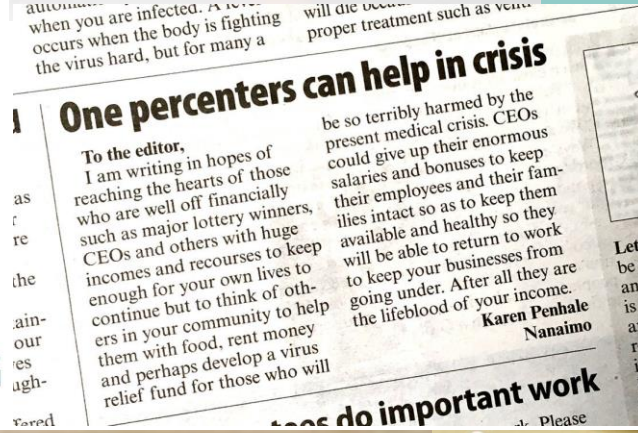
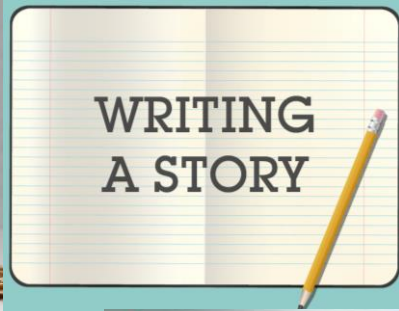
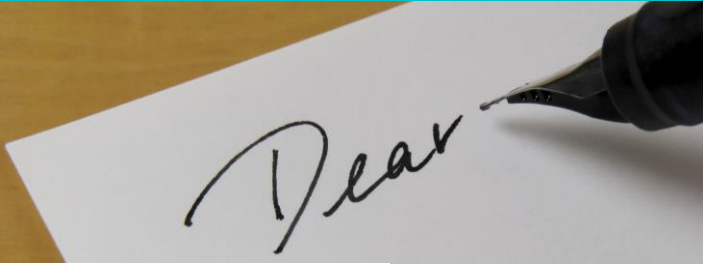
Persuasive?
Humorous?

Formal?
Informal?

Audience?



Tone?



What should learners know?

- Text structure, context and language
+ Genres/Text Types

What is “genre”?

- + Etymologically, the word ‘genre’ is derived from the French meaning ‘form’ or ‘type’



What is 'genre'?

- + Christie dan Martin (1999): genre is communication activity having and orienting goal
- + Swales (1990): genre is a communication event in which the members have a set of communication goal
- + Thoreau (2006): genre in writing is a kind or type of writing in which it has a typical style, particular target of readers and a specific purpose.

Guided Discovery Strategies

- Guiding Students to Discover the Knowledge

Step 1: Make sure students are aware of the purpose and audience

- Same situation = Same writing output?
- Situation:

Earlier today you were in a car accident with your mum while she was driving your grandmother's car to take you to an exam. No one was hurt in the car accident, but the vehicle was seriously damaged. Since she was texting her friend while driving instead of paying attention, she ran through a red light, so the accident was her fault. Police responded to the scene.

- Earlier today you were in a car accident with your mum while she was driving your grandmother's car to take you to an exam. No one was hurt in the car accident, but the vehicle was seriously damaged. Since she was texting her friend while driving instead of paying attention, she ran through a red light, so the accident was her fault. Police responded to the scene.

- Write a letter to your grandmother telling her about the accident.

Things to consider:

- *Content*
- *Style of Language & Tone*
- *What is the format of writing this letter?*

- Earlier today you were in a car accident with your mum while she was driving your grandmother's car to take you to an exam. No one was hurt in the car accident, but the vehicle was seriously damaged. Since she was texting her friend while driving instead of paying attention, she ran through a red light, so the accident was her fault. Police responded to the scene.

- Write a letter to your Principal telling him the accident and explaining your reason of being absent on the day of exam.

Things to consider:

- *Content (Do you need to tell him EVERYTHING?)*
- *Style of Language & Tone*
- *What is the format of writing this letter?*

- Write a letter to your grandmother telling her about the accident.
- *Things to consider:*
- *Content*
- *Style of Language & Tone*
- *What is the format of writing this letter?*

- Write a letter to your Principal telling him the accident and explaining your reason of being absent on the day of exam.
- *Things to consider:*
- *Content (Do you need to tell him EVERYTHING?)*
- *Style of Language & Tone*
- *What is the format of writing this letter?*

Students should know...

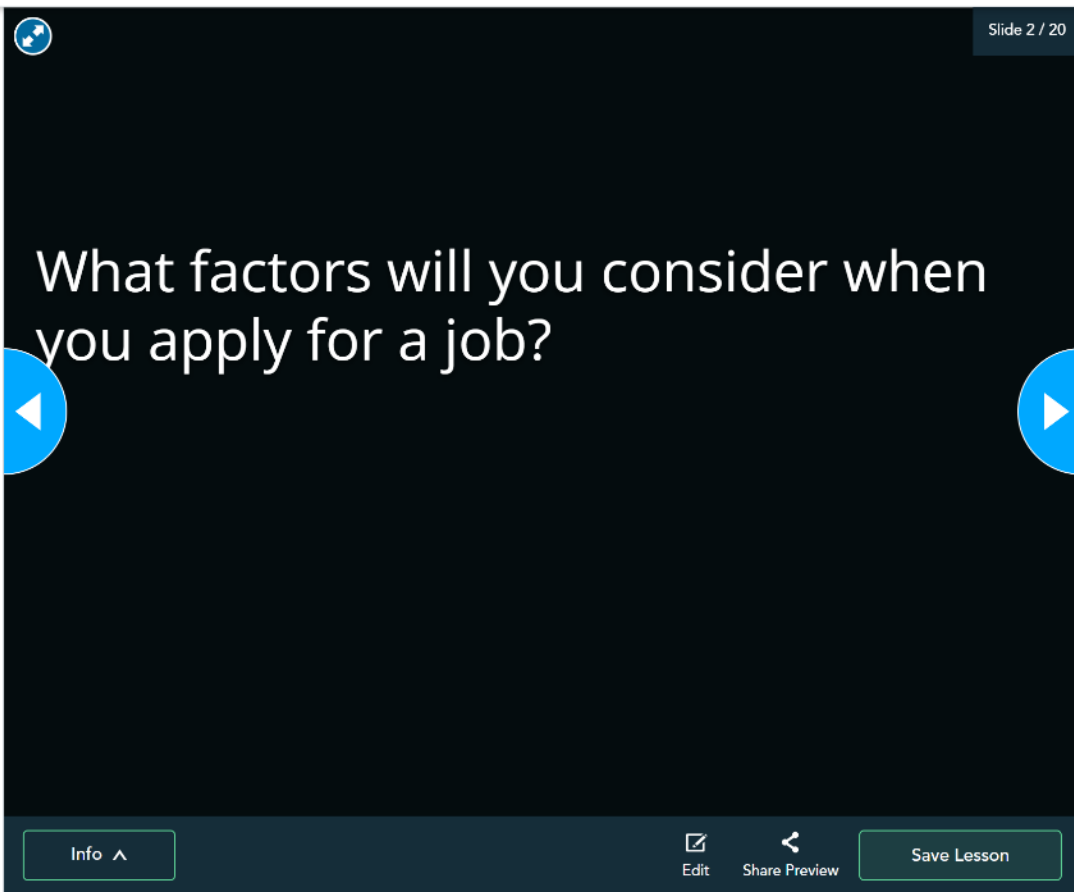
- + 1. Text Type
- + 2. Purpose of writing (Goal)
- + 3. Audience (Communication)
- + 4. Feature(s) of the text type
[Language/Tone/Style/Format]



Step 2: Let students find out the features

- + Something fun
- + Something authentic
- + They love being teachers to spot mistakes of others!

One example to share with you—
Writing a Job Application Letter



Slide 2 / 20

What factors will you consider when you apply for a job?

Info ^ Edit Share Preview Save Lesson

The image shows a presentation slide within the Nearpod interface. The slide has a dark background with white text. At the top right of the slide, it says 'Slide 2 / 20'. The main text asks 'What factors will you consider when you apply for a job?'. There are blue circular navigation buttons on the left and right sides of the slide. At the bottom of the slide, there is a dark bar with several interactive elements: an 'Info' button with an upward arrow, an 'Edit' button with a pencil icon, a 'Share Preview' button with a left-pointing arrow, and a 'Save Lesson' button.

Slide 3 / 20



fit myself

my ability

pressure

vacation

chance of promotion

working environment

working hour

salaries

salary

interest

motivation

money

dream

location

is it fun to do meaningful my interest

canitmakemoney

have a good boss

related with future

is it suitable for me

job nature

t need of prospect

interested

What factors will an employer consider when shortlisting job applicants?

- Academic results
- Personality
- Appearance
- Previous working experience
- Where the candidates live...

What factors will an employer consider when shortlisting job applicants?


their salary requirement
 whether he is responsible
 good personality
 communication skill
 salary requirement
 being punctual
 high degree
 responsibility
 working experience
 politeness
 attitude ability
 persistence
 leadership
 interest
 talent
 face
 education level
 self-control
 patient
 work experience
 experience
 positive attitude
 humble
 ability of the emopl
 qualification
 enthusiastic
 responsible
 personality
 age
 polite
 past experience
 ability of the employees
 working attitude
 employees turnover
 soft skills
 communication skills
 dressing
 willing to contribute
 is he she suitable
 learning ability




Let's pause here ...

- + Students' personal understanding/wishes
- + What would employers consider when offering you a job?
- + **“Going back to the first step, how can you be noticed?”**

- Let students think about the reality
- Touch on the topic about workplace and job application
- Lead students to think from another perspective... → **Audience**



Are these good job application letters?



- Too short
- No recipient
- No date
- No signature...

TROY GREEN

tgreen@gmail.com www.troyhelght.com

I HAVE
A
BACHELOR'S
DEGREE.
GIVE
JOB.

APPLICATION FOR EMPLOYMENT

I refer to the recent death of the technical Manager at your Company and hereby apply for the replacement of the deceased manager.

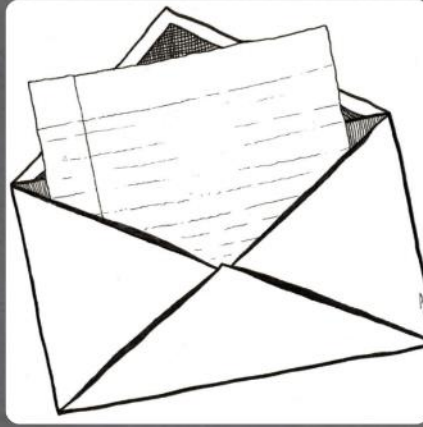
Each time i apply for a job, i get a reply that there is no vacancy but in this case i have caught you red-handed and you have no excuse because i even ~~attended~~ attended the funeral to be sure that he was truly dead and buried before applying.

Attached to my letter is a copy of my C.V. and his death certificate.

- Candidate did not type the letter
- Did not use correction pen
- Not capitalizing the letter "I"
- Impolite ("You have no excuse")
- Did not say thanks.
- Did not sign.
- Did not tell people how to contact you.

- Give them something FUN to read
- Give them a chance to spot mistakes
- Use THEIR answers as a lead in
- Impolite → Then what tone should you use? Why?
- Missing signature → Then how should you address the reader?

- Candidate did not type the letter
- Did not use correction pen
- Not capitalizing the letter "I"
- Impolite ("You have no excuse")
- Did not say thanks.
- Did not sign.
- Did not tell people how to contact you.



- Learn from mistakes
→ What's a good application letter then?
- From BAD examples to **GOOD** qualities

What is a good job application letter?



- Let them spot the important features
- Let them find out the differences

JOHN TAN

B2B SaaS Sales Director

123 Jordan Road, Hong Kong • +852 9123 5000 • jtan@gmail.com • Hong Kong Citizen

EXECUTIVE SUMMARY

- Former Software Developer turned SaaS Sales Director with over 15 years' experience leading B2B marketing of SaaS software solutions to clients across the APAC region.
- Deep expertise of B2B SaaS Software sales within the Logistics, Supply Chain and HR industry.
- Achievements include:
 - Surpassed sales targets by more than 300% and managed sales pipeline worth USD 120M with consistent quarterly revenue of USD 26M at **Suttons International** (Supply Chain Software)
 - Optimised channel strategy through integration of 20 channel partners across ASEAN region leading to doubled channel efficiency and improved sales performance by 20% at **Infor Global Solutions**. (ERP Supply Chain Software)
 - Secured USD 2.6M in revenue with operating profit USD 550K at Demand Solutions, and over USD 700K in service revenue and USD 640K in annual recurring software licenses within the first year at **PageUp People**. (HR SaaS Software)

KEY SKILLS

SaaS Software Sales • Market Entry Strategy • Enterprise Sales • Sales Team Training • Sales Pipeline Management • Resource & Budget Planning • ERP and CRM Solution Sales • Change Management • Key Account Management • Regional Team Management

PROFESSIONAL EXPERIENCE

APAC SALES & MARKETING DIRECTOR (APAC REGION)

May 2016—Present

SALES ENABLEMENT DIRECTOR

May 2015—May 2016

Suttons International, Hong Kong

Suttons International is a developer of a SaaS Software solution for companies in the logistics and supply chain industry. The firm also provides Logistics, Transport Services & Global Freight Forward services.

- Led team of 16 sales executives overseeing USD 45M sales pipeline of integrated supply chain SaaS software platform across

To: Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
Los Angeles, CA

Dear Ms. Johnson,

With a formal background in marketing, paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$25,000 for the event.

I am confident that the skills I developed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 123-654-0987 or email me at enzo@novoresume.com

Thank you for your consideration.

Sincerely,
Enzo Fulgenzio

Let's pause here ...

- + Students' personal understanding/wishes
- + What would employers consider when offering you a job?
- + How would candidates be shortlisted?
- + **What is a good job application letter?**
- + **What are the language features and format of a job application letter?**

- Teacher's input up to this moment is still limited
- Respond based on students' response
- Provide students with authentic materials to read
- Provide materials that suit students' language proficiency to read

Applicant's
address

Date

Addressee's name
Addressee's title
Name of organization
Address of organization

Dear + Mr/Mrs/Ms/Miss + Surname of
addressee (if known)

Teachers' Input:

Provide a sample to
students and go over
the important features

Introduction:

State the job/position applied for and where it is advertised

Paragraphs 2 and 3:

Briefly describe the qualifications, experience, skills, personality and interests that are relevant to the job applied for, why the applicant would like to apply for the job and why he/she is a suitable candidate.

Express the readiness to be invited for an interview and the wish to receive a favourable reply from the potential employer. Provide contact for follow-up.

Yours sincerely

Signature

Applicant's name in print

Know the surname →

Yours sincerely

**You don't know the surname
(e.g. Dear Manager, Dear**

Sir/Madam) →

Yours faithfully

Don't forget to remind students of the TONE!

Which is/are better?

Let them choose and explain their thoughts

- A. I understand that I am probably the worst candidate. I know that you may not consider me as I failed all my subjects. However, I still would like to beg you to give me a chance for an interview. I may not do well, but I will try.
- B. I understand that I am not a very experienced candidate. However, I am a passionate learner. I hope to be given an opportunity to present myself at an interview so that you can know more about me.
- C. I am sure that I am your best choice. You will definitely regret if you do not hire me. I can lead the company to another level which you can never reach without having my help.
- D. I believe my background and relevant working experience provide the skills you require. I look forward to learning more about the position and how I can contribute to the success of your organization.

+ Give students examples/samples to read

Salutation?
What's that?

Confident...
What's over-
confident
then?

Step 3: Let students apply what they have learnt

Things to be provided...

- + Sample texts
- + Guiding questions
- + Sample phrases that fit the text types & useful vocabulary/phrases (for reference/weaker students)
- + PATROL



P (Purpose)

AT (Attitude & Tone)

R (Reader)

O (Organisation of Points)

L (Language)



Patrol:

1. Check VERY CAREFULLY (even for “places” you think they are “safe”)
2. Walk around – learn from good practices + learn from mistakes

Patrol:

3. Complete the PATROL Table BEFORE actual writing

Question:

You borrowed an important textbook from your classmate, Chris Wong, last term. Today, when you were tidying up your room, you realized the book was still with you, though your friend had already left Hong Kong. In your letter:

- *apologize for the mistake*
- *explain why you did not return the book to him*
- *say what you will do*

<p>P (Purpose)</p>	<p>- apologise (say sorry) - explain why + return - plan to do.</p>
<p>AT (Attitude & Tone)</p>	<p>- sorry apologise - nice - informal - friendly - Sincerely</p>
<p>R (Reader)</p>	<p>Chris</p>
<p>O (Organisation of Points)</p>	<p>① Dear Chris Wong. ② Sorry! (4) + How are you? ③ Explain why not return ④ Post it back to him to pass to Chris brother - let him choose + a small gift to show sorry.</p>
<p>L (Language)</p>	<p>- Past Tense = Explain - Future Tense = Post + gift back</p>

Additional reminder(s) if needed, e.g.:

1. Where should they add the date if needed? (Not the same as writing a Chinese letter!)
2. Yours? Yours faithfully? Yours sincerely? Cheers?

When students share the plan, peers/teachers can point out the followings:

1. Dear Chris or Dear Chris Wong?
2. Is ending needed?

1. Tenses
2. Reminders to herself (Her own common mistakes)

* Spelling!!!!
 = dear ~~X~~

Tasks assigned...

- + Situation that students can easily relate to
- + Authentic situation



Geoffrey the King Tutorial Centre

We are looking for energetic team members to join us in the following post:

HOMEWORK TUTOR

Duties:

- Help primary school students with their Chinese, English and Maths homework
- Create extra teaching materials for primary school students
- Promote courses on social media
- Work from 4 p.m. to 10 p.m., Monday to Sunday



We welcome recent university graduates to join!



Royal Elite Service Company Ltd.

Royal Elite is a prestigious property management company specializes in management of high-class properties in Hong Kong.

To cope with our rapid business expansion, we are looking for high caliber professionals to join our winning team.

Assistant Guest Relations Officer

ref. RE/AGRO/141114/SCMP

Job Responsibilities:

- Responsible for providing service related to property management and assist in handling customers' enquiries and requests

Job Requirements:

- Form 5 or above
- At least 1 year of customer service experience
- Excellent communication skills, patient and polite
- Able to work independently and work under high pressure
- Good command of spoken and written English and Chinese
- Proficient in MS Office and Chinese Word processing

Please send your application by post to **The Human Resources & Administration Department, Hong Yip Service Company Ltd., 16/F, World Tech Centre, 95 How Ming Street, Kwun Tong, Kowloon.**

Your information

Your name: Chris Wong

Address: Flat D, 10/F, Good Luck Building, Lucky Street, Prince Edward, Kowloon, Hong Kong

Tel. No.: 99119911

Email address: chris.wong@gmail.com

Adapted from SCMP and JobsDB.com (post in 2019)

Step 4: Marking

- + Self-checking
- + Peer-marking
- + Marking/Feedback from Teachers

Name: _____

Peer Editor: _____

INSTRUCTIONS: Check off each item after you have ensured that your cover letter meets that standard. Ask another student to review your cover letter and check off the items.

Self	Peer Editor	Items to Check
		All parts of Cover Letter include:
<input type="checkbox"/>	<input type="checkbox"/>	Sender's Address
<input type="checkbox"/>	<input type="checkbox"/>	Date
<input type="checkbox"/>	<input type="checkbox"/>	Recipient's Address
<input type="checkbox"/>	<input type="checkbox"/>	Salutation
<input type="checkbox"/>	<input type="checkbox"/>	Body paragraphs which state the related working experience/skills
<input type="checkbox"/>	<input type="checkbox"/>	Complimentary closing
<input type="checkbox"/>	<input type="checkbox"/>	Signature
<input type="checkbox"/>	<input type="checkbox"/>	Full Name
<input type="checkbox"/>	<input type="checkbox"/>	Enclosure
		Something more specific to check:
<input type="checkbox"/>	<input type="checkbox"/>	All the words are spelt correctly.
<input type="checkbox"/>	<input type="checkbox"/>	No grammatical mistakes are found.
<input type="checkbox"/>	<input type="checkbox"/>	Final Paragraph – Interview requested and how to be reached.
<input type="checkbox"/>	<input type="checkbox"/>	Say thank you to the reader.
<input type="checkbox"/>	<input type="checkbox"/>	The overall tone is persuasive.

1. Provide specific items for checking
2. Respond to what has been covered in class
3. Students can counter-check their own checklist with the one done by peers

For Peer Editor ONLY:

Would you offer this candidate a chance of interview if you were the employer? Why?



Patrol:

1. Check VERY CAREFULLY (even for “places” you think they are “safe”)
2. Walk around – learn from good practices + learn from mistakes

1. Add some “fun” to the marking
2. Show the importance of “audience”
3. Consolidate students’ learning

Score	Content	Organisation	Language	Features
4	<ul style="list-style-type: none"> Article is about one main idea, and all details <u>tell</u> about the theme. Plenty specific details show what is important and interesting about the topic. Ideas expressed effectively/ clearly 		<ul style="list-style-type: none"> Use an impressive range of vocabulary and language patterns to show rather than <u>tell</u> about the topic or the person of the article. Mainly accurate in grammar, spelling, <u>capitalisation and punctuation</u> 	
3	<ul style="list-style-type: none"> Article is about one main idea, and most details <u>tell</u> about the theme. Sufficient specific details show what is important and interesting about the topic. Relates ideas to the topic with details 		<ul style="list-style-type: none"> Use a wide range of vocabulary and language patterns to show rather than <u>tell</u> about the topic or the person of the article. Write with a few errors in grammar and spelling Most basic punctuation correct 	
2	<ul style="list-style-type: none"> Article is about one main idea, and some details <u>tell</u> about the theme. Some specific details show what is important and interesting about the topic. Some ideas expressed with details 	<ul style="list-style-type: none"> Paragraphs developed with topic sentences, explanation, elaboration and concluding sentences. Paragraphs developed with original ideas. Ideas move from one to another smoothly. Connectives are used effectively 	<ul style="list-style-type: none"> Use familiar vocabulary and simple language patterns to tell rather than show about the topic or the person of the article. Write with some errors in grammar and spelling that does not affect meaning 	<ul style="list-style-type: none"> Features generally used correctly (catchy title, lead, by-line, subheadings, photos or illustrations, caption, callout and structure for magazine article: with introduction, main paragraphs and conclusion.)

Writing Task – Peer and Teacher Assessment Form: Writing a report on a brand

Assessor's Name: _____ Assessee's Name : _____ Topic: _____

General Aspect	Specific Aspect	None	Needs Improvement	Satisfactory	Good	Excellent	Areas for Improvement/ Comments
Organisation	The report has an appropriate title.						<ol style="list-style-type: none"> 1. Easy for students to follow 2. Specific items that students should pay attention to 3. Relate to what have been covered/stressed in class 4. Relate to specific text type
	The format is correct. Connectives are appropriately used to link the ideas and paragraphs.						
Content	The content of each part is relevant.						
	The Introduction section gives relevant background information and clearly states the purpose of the report.						
	The Findings section clearly reports information about different aspects of the brand. The Conclusion section summarises and comments on the findings appropriately.						
Language	Formal language is used appropriately.						
	Correct use of tenses. Spelling is accurate.						

What can be done in the upcoming writing tasks?

WRITING ASSIGNMENTS FOR THE CURRENT MOMENT

- e.g. Interviewing family members/ friends/ senior members in the community
- Through phone chat, video chat...
- Understand their needs, their concerns, their feelings...
- Possible writing tasks: Writing interview questions
→ Survey Report

What can be done in the upcoming writing tasks?

WRITING ASSIGNMENTS FOR THE CURRENT MOMENT

- e.g. Writing letters
- Student to Student (Informal writing, letter of advice...)
- Student to Teacher (Can be used for relationship-building)
- Letter to the Editor/Principal (Can be related to latest policies, e.g. Special Vacation)

What can be done in the upcoming writing tasks?

WRITING ASSIGNMENTS FOR THE CURRENT MOMENT

- e.g. creating comic strips/ writing responses after reading comics
- Reading Graphic Medicine:

<https://www.graphicmedicine.org/covid-19-comics/>

COVID-19 Comics: Educational



The Slide Eye: Viruses vs. Everyone

Click the thumbnail to see the full comics. As of 09/20/20, the most recently added comic in each category will be displayed first. "Meet the New Strains" posted on The Nib 02/24/21 COVID and Vitamin D: A Public Service Announcement, written by Michael Goodwin and illustrated by

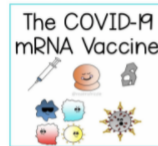
Mariusz Zabdyr. Posted 02/26/21 View this post on Instagram A post shared by Pen and Ink Brigade (@penandinkbrigade) World of Viruses, COVID-19 are comics created by Bob Hall and hosted by the University of Nebraska. The COVID-19 Chronicles from Yong Loo Lin School of Medicine, National University of Singapore How to safely ... Continue reading



Graphic Medicine



Vaccine-Specific Comics



updated 11/07/21 A history of vaccines in schools. NPR website, 11/05/21 Spotlight: VaxZine Having a Vaccine for Coronavirus More from this series here. "When Peanuts Went All in on Vaccinations" – an important cautionary tale by Maki Naro and Matthew Francis A NHS doctor working in Doncaster, UK has been creating comics about COVID and the

vaccines under the pseudonym Teeb's Doodles. The goal of the comics is to debunk conspiracy theories. More comics can be found here. Alex Thomas, Graphic Medicine International Collective board member, physician, and cartoonist shared this comic about his vaccine experience. You can ... Continue reading



Graphic Medicine



AS we head back to the office, you might find that some things have changed.



Farewell Lizzy, your papa has to go earn money so he can feed you! Don't forget me!!!

Seriously?!



You might want to bring a small reminder of home to ease your transition!



Make sure you plan enough time for the morning rush hour commute!

You might need to bring cleaning supplies to freshen up your workspace! You never know what visitors were at the desk when you were away!



- Designing a comic strip: “Back to School?”
- Writing a response to this comic strip about the pros and cons of WFH.

There are still many things to be done...

- Relate the tasks to students' situations
- Include communication in the tasks (breakout rooms for brainstorming ideas, online platforms for sharing ideas, Google Docs for peer marking...)
- Include feedback in different stages
- Include reading/news even for writing tasks (input for vocabulary/ideas)



Thank
you!!