



Tutor Training Workshop Writing

2025

Literacy
lifts Lives

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Writing Overview

- Explain why teaching writing is important
- Show various writing systems
- Discuss the basic mechanics of writing
- Highlight examples of integrated writing activities for ESL and Basic Literacy learners at various levels



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Why teach writing?

Writing enhances reading skills by

- reinforcing the mechanics.
- helping students formulate and organize thoughts.
- providing practice for authentic/task writing.
- introducing basic compositional skills.



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Writing systems

- 我喜欢写东西
- أنا أحب أن أكتب
- Мне нравится писать.
- J'aime écrire.
- Me gusta escribir.



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Two components of writing

Mechanics

- Handwriting
- Spelling
- Grammar



Composition

- Brainstorming
- Choosing words
- Putting ideas on paper

TIB
Handout

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Letter Formation

- Provide a handwriting chart.
- Progress from large motor to small motor skills.
- Focus on printing.
- Start with the letters the student needs or wants to learn.
- Copy letters, words, and sentences.



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Can you write?

	БОЙ Б	Б Б	<p>ДИС БОЙ ХАЗ А ШИП. ДИС БОЙ ХАЗ А ЛАПР. ДИС БОЙ ХАЗ А ЧЭР. ДИС БОЙ ХАЗ А РОП.</p>
	ШИП Ш	Ш Ш	
	ЛАПР Л	Л Л	
	ЧЭР Ч	Ч Ч	
	РОП Р	Р Р	

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Writing to Organize Thoughts

Lesson 8 Writing


2 Before you write

3 Write what children shopping for each.

Shopping list

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

4 Write what you can see at home. Complete the list.



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Read 30 and her children are shopping lists. They want clothes for school. How 30 weeks is _____, and _____.

_____ Her son Roger needs _____ and _____.

_____ Her daughter Emily needs _____ and _____.

3 Write

4 Complete the shopping list for her son, Lewis.

Name	Clothing
Son: Tim	_____
_____	_____
_____	_____
_____	_____

5 Read the clothes you and your family need.

Children	Clothes	Accessories
William	_____	_____
Charlotte	_____	_____
Robert	_____	_____
James	_____	_____

6 Write in shopping list for your family.

Name	Clothing
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7 After you write

8 Talk with a partner. Share your writing.

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Writing emphasis on mechanics: Challenger

1 Read and Write.

1. The name of Bob's friend is Eddie.

2. Do you know if he got the job?

3. Bob and his friends had fun at the park.

4. Mike did not know the rules, but Eddie did.

5. Can you save money?

6. He knows I am not late for the job.

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Authentic Writing (Real-world tasks)

[illegible]

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Templates and Models

Dear Mrs. Smith,

This is to inform you that our daughter Sarina, studying in grade 7, will not be in school Friday, Nov. 8th as we will be out of town. She will be back in school next Monday.

Thank you for your cooperation.

Regards, Mrs. Gonzales


[Date]

Dear [Teacher]:

Please excuse [child's name] absence on [day not in school]. He had a [reason].

Thank you.


Sincerely,
[Your name]



LITERACY COUNCIL

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Writing to express an opinion: Ventures



Before you write

- A **Task** is a group. Ask and answer the questions?
1. Did you have a problem in your apartment?
2. What was the problem?
3. Did you tell the landlord about the problem?
4. Did you write a letter or email to the landlord?

B Read the letter of complaint.



The screenshot shows an email interface. The 'To' field is 'Dennis Bletcher' and the 'Subject' is 'Apartment Problems'. The email body says: 'I am in a tenant at 2014 7th Street. I am writing to you about my many problems in the apartment building. My neighbors and I made a list of problems in our apartments. The list of problems is in the attachment. Many things are broken, leaking, clogged or jammed, and we are very upset. Could you please send a repair person to fix these things? You can contact me at 713.055.1944 if you have additional questions. You can also come and talk to me. I live in Apartment 4B.' The email is signed 'Stella Taylor, Chairperson, Tenants Committee'.

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Writing to express an opinion: Challenger

5 Personal Questions. Write sentences that answer the questions. Use words that tell about you.

1. How would you tell someone about your feelings? _____

2. What is the most boring job you can think of? _____



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The other component: Composition

4 Write a Paragraph. Write a short paragraph about making your life more healthy. Use the questions below to guide you.

- Do you eat foods that are good for you?
What foods could you eat that would be better for you?
Do you get enough exercise?
What new exercise could you do that would be good for you?
How could your life be better if you ate better food and got more exercise?



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Review

- Use the integrated writing activities in the student books, but don't overcorrect. Be encouraging and supportive with student writing attempts-both mechanical and compositional.
- Encourage real-world, simple task writing such as making lists, sending texts and writing emails.
- Language Experience activities are great for creating an 'authorship' feeling for the student.



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