

## A2 Key for Schools: Reading and Writing Part 6 / B1 Preliminary for Schools: Writing Part 1

### Description

This lesson plan is designed to help students prepare for A2 Key for Schools / B1 Preliminary for Schools Writing. It can be delivered face to face or online. The 'online options' column gives teachers ideas how the stages could be adapted for teaching online.

### Note to teachers

*You can use the lesson plan as a starting point and create your own PowerPoint slides to use in the lesson. If you are teaching with an online platform, use the functionality that you have available to you. Many platforms have the option to share your screen with the students. Before class, use offline resources such as Microsoft PowerPoint to prepare any materials you want to use. With some platforms, like Zoom, you can share a whiteboard with the students, which you can work on in real time. However, it might be easier to use a Word document with the text already prepared, which you need to share electronically with your students e.g. by email. This way, students have the content ready to use in the lesson.*

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**Time required:** 60 minutes (can be extended or shortened as required).

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**Materials required:**

- Prepared presentation/PowerPoint slides.
- 20 flashcards are pre-prepared on **flippity.net** follow the link:  
<https://www.flippity.net/fc.asp?k=1yXJY-uUqViBXyUa3gbq55Ui8TEe6DDqxYL4MgG77Qak>
- student worksheet (see below)

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**Aims:**

- to build students' range of commonly-used abbreviations and acronyms
- to promote writing in response to a stimulus

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### Procedure

Lesson Stages	Online options
Welcome students – ask them say hello to confirm they can see and hear you.	If your platform allows you to see your students, ask them to also wave and check everything is working as it should be.
<b>Warm up (5 minutes)</b> – whole class activity 1. What are acronyms and abbreviations?	Students can type answers in the chat box or speak up if your platform allows you to hear students.  Follow the link to the Cambridge Dictionary to access

<p>2. What is the difference between an acronym and an abbreviation?</p> <p>Key: Acronym - the first letter of a series of words in a phrase (example: U.K. United Kingdom).</p> <p>Abbreviation – the word is shortened, (B'day birthday).</p> <p>3. Which acronyms and abbreviations do you know?</p> <p>4. Do you use any in your everyday writing?</p> <p><a href="https://dictionary.cambridge.org/dictionary/english/acronym?q=acronyms">https://dictionary.cambridge.org/dictionary/english/acronym?q=acronyms</a></p> <p><a href="https://dictionary.cambridge.org/dictionary/english/abbreviation">https://dictionary.cambridge.org/dictionary/english/abbreviation</a></p>	<p>both definitions.</p> <p>Alternatively write short definitions on a prepared PowerPoint slide to share with the class.</p>
<p><b>Language focus (15 minutes)</b> - Group work</p> <p>Display the list of 20 items via your PowerPoint slide or on a handout sent to students before the lesson (see below). Students match an item on the left to its meaning on the right.</p>	<p>Option: If your platform has breakout rooms, put students into pairs or groups of three to discuss.</p>
<p><b>Feedback/checking (10 minutes)</b> – whole class activity</p> <p>Use the link to the flip cards for checking students' answers to the matching task.</p> <p><a href="https://www.flippity.net/fc.asp?k=1yXJYuUqViBXyUa3gbq55Ui8TEe6DDqxYL4MgG77Qak">https://www.flippity.net/fc.asp?k=1yXJYuUqViBXyUa3gbq55Ui8TEe6DDqxYL4MgG77Qak</a></p> <p>Point out that some people say ASAP as a word, while others say A, S, A, P as individual letters. Some are commonly used in texting; others are used on forms. <i>(NB the Audio is not advisable: model the items yourself!)</i></p>	<p>Build the link to the Flippity website into your PowerPoint for quick access.</p> 

<p><b>Writing task B1 Preliminary for Schools Part 1 (10 minutes)</b> - individual activity</p> <p>Read the email. Then, complete the form about Ben (see Student Material below).</p>	<p>Show the text and task on a prepared slide.</p> <div data-bbox="826 488 1444 1099" style="border: 2px solid #003366; padding: 10px; background-color: #e6f2ff;"> <p>From: Alex</p> <p>Subject: Ben</p> <p>How are you? It's Ben's bday next Friday (he'll be 14), but he's going to throw a party the day after, Saturday 24<sup>th</sup> June, around 7 pm. I think it will be at his place at 198 Abbey Rd. What present can we buy? Maybe something about the USA? AFAIK, he's really keen on travelling and is crazy about the States because he went there with his parents last year. Or what about some D.I.Y stuff? He likes building and making things with his dad. What do you think?</p> <p>We could go to get his present tomorrow after school, OK?</p> <p>Please reply A.S.A.P.</p> <p>CUL</p> <p>Alex</p> </div>
<p><b>A2 Key for Schools Writing part 6 (10 minutes)</b> – individual activity</p> <p>Students read the task and then complete the writing task.</p>	<p>Show the following text on a slide:</p> <div data-bbox="810 1243 1449 1704" style="border: 1px solid #003366; padding: 10px; background-color: #e6f2ff;"> <p>You are going to Ben's birthday party on Friday. Write an email to Ben's mum to ask:</p> <ul style="list-style-type: none"> <li>• What time to arrive at the party</li> <li>• What to bring to the party</li> <li>• What you want to buy Ben as a birthday present</li> </ul> <p>Write 25 words or more.</p> </div>
<p><b>B1 Preliminary for Schools feedback/discussion</b></p> <p><b>Feedback/checking answers to task (5 minutes)</b> – in groups.</p>	<p>If your platform has breakout rooms, put students into pairs or groups of three to discuss before sharing their answers in whole class. You could also use an online</p>

	<p>whiteboard such as Padlet.</p> <p>Low-tech option: Students write their answers onto a piece of A4 to hold up to the screen.</p>
<p><b>A2 Key for Schools feedback and discussion.</b></p> <p>Elicit answers from the class:</p> <ul style="list-style-type: none"> <li>• What time do they think is a good idea for a party to start?</li> <li>• What do they think Ben’s mum is going to ask them to bring?</li> <li>• What ideas for presents do they think Ben’s mum is going to suggest?</li> </ul>	<p>Students can type their ideas in the chat box or speak up if your platform allows you to hear students.</p>
<p><b>B1 Preliminary for Schools Writing (15 minutes) - individual.</b></p> <p>Tell students that they are ready to write their own email response following the task instructions.</p> <p>Students will do this individually.</p>	<p>Students can:</p> <ol style="list-style-type: none"> <li>Write their answer on a Word document and upload to the platform for peer feedback from their partner.</li> <li>Write their answer on a Word document and email to their classmates or to the teacher.</li> <li>Write their answer by hand and take a photo of it to upload and share on the platform or email to the teacher.</li> </ol>
<p>Students can email their writing to the teacher. The teacher can end the lesson here and mark the answers after the class.</p> <p>OR if students have uploaded their writing to the platform, the teacher can ask students to read each other’s to encourage peer assessment. Ask students to write:</p> <ul style="list-style-type: none"> <li>• Two positive comments</li> <li>• One comment for their classmate to work on.</li> </ul> <p>Tip: Only ask students to comment on the content and ideas, rather than the accuracy.</p>	<p>Peer feedback can be done after the lesson has officially ended.</p>

## Look and match: Abbreviations and acronyms

- |             |  |
|-------------|--|
| 1. A.S.A.P. | a. 'post meridiem' = after midday        |
| 2. D.I.Y.   | b. As far as I know                      |
| 3. E.T.A.   | c. As soon as possible                   |
| 4. Rd.      | d. Be right back                         |
| 5. St.      | e. 'ante meridiem' = before midday       |
| 6. AFAIK    | f. Birthday                              |
| 7. BRB      | g. Christmas                             |
| 8. CUL      | h. Date of Birth                         |
| 9. LOL      | i. Do It Yourself                        |
| 10. NP      | j. Estimated Time of Arrival             |
| 11. AM      | k. <i>Exempli gratia</i> (= for example) |
| 12. PM      | l. Laughing out loud                     |
| 13. e.g.    | m. No problem                            |
| 14. i.e.    | n. Road                                  |
| 15. USA     | o. See you later                         |
| 16. UK      | p. Street/Saint                          |
| 17. Xmas    | q. <i>Id est</i> (= that is to say)      |
| 18. D.O.B.  | r. United Kingdom                        |
| 19. Bday    | s. United States of America              |
| 20. U       | t. you                                   |

## B1 Preliminary for Schools Writing part 1

### Student materials

Read the email, and complete the form about Ben:

From: Alex  
Subject: Ben

How are you? It's Ben's bday next Friday (he'll be 14), but he's going to throw a party the day after, Saturday 24<sup>th</sup> June, around 7 pm. I think it will be at his place at 198 Abbey Rd. What present can we buy? Maybe something about the USA? AFAIK, he's really keen on travelling and is crazy about the States because he went there with his parents last year. Or what about some D.I.Y stuff? He likes building and making things with his dad. What do you think?

We could go to get his present tomorrow after school, OK?

Please reply A.S.A.P.

CUL

Alex

<b>Ben Green</b>	<b>Highlands School</b>
<b>D.O.B.</b>	<b>1.</b>
<b>Address</b>	<b>2.</b>
<b>Hobbies and interests</b>	<b>3.</b>

Identify all the acronyms and abbreviations that you found. Do you remember what they mean?

Are there any new ones? What are they? Make a note in your notebook.

## **B1 Preliminary for Schools Writing part 1**

### **Student materials**

**Write a reply to Alex's email. In your reply, you should:**

- say that you are excited about Ben's party
- say which present you would prefer to buy for Ben
- suggest where to buy the present
- confirm where and when you will meet Alex

Write your answer in about 100 words.

Use some natural abbreviations in your answer.

**KEY: matching task (Use the Flippity link to check)**

1. A.S.A.P.	<b>C</b>
2. D.I.Y.	<b>I</b>
3. E.T.A.	<b>J</b>
4. Rd.	<b>N</b>
5. St.	<b>P</b>
6. AFAIK	<b>B</b>
7. BRB	<b>D</b>
8. CUL	<b>O</b>
9. LOL	<b>L</b>
10. NP	<b>M</b>
11. AM	<b>E</b>
12. PM	<b>A</b>
13. e.g.	<b>K</b>
14. i.e.	<b>Q</b>
15. USA	<b>S</b>
16. UK	<b>R</b>
17. Xmas	<b>G</b>
18. D.O.B.	<b>H</b>
19. Bday	<b>F</b>
20. U	<b>T</b>

### **References**

Flashcards (2017). Flippity. <https://www.flippity.net/fc.asp?k=1yXJY-uUqViBXYUa3gbq55Ui8TEe6DDqxYL4MgG77Qak>

List of Commonly Used Abbreviations (n.d.). In: *Your Dictionary*. [online]. Available at:

<http://abbreviations.yourdictionary.com/articles/list-of-commonly-used-abbreviations.html> (link

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