

## General Training Writing Task 1

- The idea behind task 1
- Types of tasks
- Analysing and brainstorming for different question types
- Outline of a letter
- Letter conventions
- Assessment criteria:
  - o General training: task achievement (TA) and coherence and cohesion (CC)
  - o Applying the criteria to the lesson plan
- Using cliché sentences
- Main weaknesses of Iranian students and improving them:
  - o Understanding the requirements of the task
  - o Outlining the letter and organising ideas
  - o Opening and subject line
  - o Vocabulary and spelling
  - o Grammatical range and accuracy
  - o Ideas about assessment
- Resources available to teachers