

Writing file 5 | Teacher's notes

Learning objectives in this lesson

Looking at the style in formal and informal notes and messages, and at the purpose for leaving a handwritten note.

- 1 Ask students to discuss the questions in pairs. Then take class feedback.

Answer

People might write notes to other conference delegates or to colleagues at work, e.g. if they want to explain what to do with something but the person is not there, or they want to leave a message for them that is more visible than an email.

- 2 Ask the students to read the three notes quickly and to discuss the answers to the questions in pairs before taking class feedback.

Answer

- 1 to change an arrangement; left at hotel / conference reception; they don't know each other very well as the style is quite formal.
- 2 to ask someone to change a meeting; left on a colleague's desk; they know each other well as the language is very informal
- 3 to explain to someone what to do with documents; attached to documents that have been left on a desk / in someone's in-tray; they know each other but may be a boss as the style is fairly informal.

- 3 Ask students to work individually first and then ask them to work in pairs to compare their answers. Take whole-class feedback.

Answers

Informal:

Jen

Sorry but I have to cancel our meeting this afternoon.

(I've) Just realized / I forgot that I'm supposed to be giving a talk at the FRG conference. **How does** 5.00 p.m. on Tuesday instead **sound?** Let me know if this **is OK** for you.

Cheers

Jamil

Formal:

Jen

I'm afraid I have to cancel our meeting this afternoon.

I've just realized I'm supposed to be going to the FRG conference. **Could we possibly move it to** 5.00 p.m. on Tuesday instead? **Please could you** let me know if this **would be convenient** for you?

Thank you

Jamil

- 4 Get students to write the notes using the language from the lesson. Don't give them too long for this - about 5 minutes for each one should be fine. Try to encourage them to use the language from the previous activity.

Sample answers

1

It was a great pleasure to meet you after your presentation on Tuesday. Thank you very much for inviting us to visit you in Singapore. We are in fact planning a research trip next month and would be delighted to accept your kind invitation. I wondered if you could possibly email us when you get back to Singapore to let us know what dates would be most suitable for you.

I believe you have my business card but just in case, my email address is yyang@bsts.com. I look forward to hearing from you and wish you a safe journey back from the conference.

2

Hi Jack

I'm afraid I have to leave sooner than I expected so I won't be able to join you for lunch. Please give my apologies to the others.

By the way, do you know Helen Marr's email address?

If you do, please could you send it as soon as you get a chance?

Enjoy the rest of the conference.

Cheers

Sharon

3

Pat

Can you do me a huge favour and check the figures on page 9 for me by lunchtime, please? Sorry it's short notice but I've really got to get this report off later today.

Cheers

Jessica

Evaluation tips

When marking, look for relevant information, sensible paragraphing and logical ordering. Don't forget to comment on content as well as accurate use of language.

- 5 Ask students to work in pairs and to compare their notes, looking at the style in particular. They should then discuss how they would reply to the note, in an email, telephone call or note and what they would say.