

PRE-WRITING TASKS

Writing a note for your host mother

Die folgenden Aufgaben und Materialien wurden von Lehrerinnen und Lehrern für Lehrkräfte der SEK I entwickelt und können als gesamtes Aufgabenpaket oder als Einzelaufgaben in den Unterricht integriert werden. Sie sollen Schülerinnen und Schüler beim Aufbau der individuellen Schreibfertigkeit in der Fremdsprache Englisch unterstützen. Das gesamte Aufgabenpaket umfasst *Exercises* und *Activities* zu den Aspekten *Task Achievement*, *Cohesion and Coherence*, *Grammar* und *Vocabulary*. Die *Exercises* und *Activities* entsprechen den zur Bewertung von Schülertexten herangezogenen Dimensionen der vom BIFIE entwickelten *Assessment Scale* (<https://www.bifie.at/node/3231>).

PRE-WRITING SHORT TASK NOTE

In summer you are staying with a host family in the USA. One afternoon you want to meet a friend in town, but you forgot to tell your host mother in the morning, and she is not at home. Write a note to tell her about your plans.

Write a note to your host mother (30–60 words).

Inform your host mother

- why you did not tell her
- where you will meet your friend
- what you will do together
- when you will be home again

TASK ACHIEVEMENT 1

*Look at the three endings. Which is the best one?
Give reasons for your choice!*

No idea when I will be back. Don't wait for me.
Bye,
Sonja

I will try to be back around 7 o'clock, but I will call you if it's later. Don't worry!
Yours,
Simon

At some time in the evening I will be back. It could be 7 or 9, I don't know yet. We'll see.
Until then,
Sarah

TASK ACHIEVEMENT 2

There are 4 content points you have to write about in your note. Make a list of ideas you could write about for each content point. There are two ideas on each list to help you get started.

Reasons for not telling your host mum	Places to meet	Things to do	Arrival at home
you thought you were meeting tomorrow you thought you told her ...	cinema shopping mall ...	watch a film eat some ice cream ...	late afternoon – about 5 o'clock you don't know exactly – your friend's mum will drive you home ...

COHERENCE AND COHESION 1

In the following part of a student's note there are 5 linking words that do not fit into the text. Underline them and find linking words that fit better. The first one has been done for you.

I am so sorry **so** (→ **that**) I forgot to tell you about meeting Tommy today, because you left so early in the morning that I didn't think about it until it was too late. While I remembered, it was already too late. This is why I am writing you this note. I hope that you will not worry about me. Trust me, I will be fine!

We already arranged the meeting a few days ago to make sure that we both had time. Tommy and I made plans to meet in town but we want to eat some ice cream and now we want to watch a movie together. Before that I will come home as soon as possible.

COHERENCE AND COHESION 2

There are sentences missing at several points in the following part of a student's note. Try to find suitable sentences you could write into the gaps.

I am sorry that I did not tell you personally about my plans this afternoon. _____

_____. So I

hope that you are not angry with me.

Tammy and I are meeting right after school. _____

_____. We are going there for a drink and

afterwards we are having pizza at her place.

She also said that we could play some computer games later on and her mum could drive me home. Her mum works till 6 o'clock in the evening and arrives home about 15 minutes

later. _____

_____. So I will be back around half past six!

GRAMMAR 1 – COMPARISON OF ADJECTIVES

In your note you will use different forms of adjectives. Tick the correct one for the following sentences.

I thought that it was _____ to write you a note than to call you.

- best
- better

I hope that you are not _____ with me.

- angrier
- angry

We are meeting a little _____ than I thought.

- earlier
- earliest

If it gets _____, I will call you.

- late
- latest

GRAMMAR 2 – WORD ORDER (ADVERBS)

When writing your note, you will use adverbs. In the following sentences there are several problems with the word order. Rewrite the sentences in the correct way.

Always that I am so tired in the morning that I forget about everything is important.

We are going afterwards to the cinema to watch a movie.

Sam and I are going there to meet at 3 o'clock.

We agreed to already go to a movie last week.

Often I do that with my friends at home in Austria.

VOCABULARY 1

Read the following part from a note a student wrote. Choose the correct preposition for the gaps. The first one has been done for you.

You remember that I overslept this morning and when you woke me up, I was in a hurry. So I forgot _____ tell you about meeting Tim this afternoon. You do not have to worry _____ me, I go out with my friends _____ home a lot and nothing has ever happened.

We want to have enough time, so we are going to meet _____ front of the school after the bell rings. Then I am going to walk to the cinema together _____ him. _____ the cinema we thought about having a drink first and then watching a film. I really didn't want to see the film "The Crazy Bunch" _____ my own, so I was very happy when Tim asked if we could go together.

VOCABULARY 2

When writing your note, you have to get your message across. What is the best English translation for the following German sentences?

Es tut mir sehr leid, dass ich dir nichts gesagt habe.

Bitte mach dir keine Sorgen!

Ich rufe dich an, wenn ich zu spät komme.

Wir treffen uns um 4 Uhr vor dem Einkaufscenter.

Zu Hause treffe ich mich oft mit meinem Freunden, um einen Film anzusehen.

KEY – TASK ACHIEVEMENT 1

*Look at the three endings. Which is the best one?
Give reasons for your choice!*

I will try to be back around 7 o'clock, but I will call you if it's later. Don't worry!
Yours,
Simon

Possible reasons:

- appropriate closing formula
- addresses last content point
- polite tone

KEY – COHERENCE AND COHESION 1

In the following part of a student's note there are 5 linking words that do not fit into the text. Underline them and find linking words that fit better. The first one has been done for you.

I am so sorry **so** (→ **that**) I forgot to tell you about meeting Tommy today, **because** (→ **but**) you left so early in the morning that I didn't think about it until it was too late. **While** (→ **When**) I remembered, it was already too late. This is why I am writing you this note. I hope that you will not worry about me. Trust me, I will be fine!

We already arranged the meeting a few days ago to make sure that we both had time. Tommy and I made plans to meet in town **but** (→ **because**) we want to eat some ice cream and **now** (→ **then**) we want to watch a movie together. **Before** (→ **After**) that I will come home as soon as possible.

KEY – COHERENCE AND COHESION 2

There are sentences missing at several points in the following part of a student's note. Try to find suitable sentences you could write into the gaps.

I am sorry that I did not tell you personally about my plans this afternoon. **The problem was that I totally forgot to tell you during breakfast.** So I hope that you are not angry with me. Tammy and I are meeting right after school. **We decided to meet in front of the Rainbow Café.** We are going there for a drink and afterwards we are having pizza at her place. She also said that we could play some computer games later on and her mum could drive me home. Her mum works till 6 o'clock in the evening and arrives home about 15 minutes later. **When she gets there, she will take me home.** So I will be back around half past six!

KEY – GRAMMAR 1 – COMPARISON OF ADJECTIVES

In your note you will use different forms of adjectives. Tick the correct one for the following sentences.

I thought that it was _____ to write you a note than to call you.

- best
- better**

I hope that you are not _____ with me.

- angrier
- angry**

We are meeting a little _____ than I thought.

- earlier**
- earliest

If it gets _____, I will call you.

- late**
- latest

KEY – GRAMMAR 2 – WORD ORDER (ADVERBS)

When writing your note, you will use adverbs. In the following sentences there are several problems with the word order. Rewrite the sentences in the correct way.

Always that I am so tired in the morning that I forget about everything is important.

I am always so tired in the morning that I forget about everything that is important.

We are going afterwards to the cinema to watch a movie.

Afterwards we are going to the cinema to watch a movie.

Sam and I are going there to meet at 3 o'clock.

Sam and I are going to meet there at 3 o'clock.

We agreed to already go to a movie last week.

We already agreed to go to a movie last week.

Often I do that with my friends at home in Austria.

I often do that with my friends at home in Austria.

KEY – VOCABULARY 1

Read the following part from a note a student wrote. Choose the correct preposition for the gaps. The first one has been done for you.

You remember that I overslept this morning and when you woke me up, I was **in** a hurry. So I forgot **to** tell you about meeting Tim this afternoon. You do not have to worry **about** me, I go out with my friends **at** home a lot and nothing has ever happened.

We want to have enough time, so we are going to meet **in** front of the school after the bell rings. Then I am going to walk to the cinema together **with** him. **At** the cinema we thought about having a drink first and then watching a film. I really didn't want to see the film "The Crazy Bunch" **on** my own, so I was very happy when Tim asked if we could go together.

KEY – VOCABULARY 2

When writing your note, you have to get your message across. What is the best English translation for the following German sentences?

Es tut mir sehr leid, dass ich dir nichts gesagt habe.

I am so sorry that I didn't tell you.

Bitte mach dir keine Sorgen!

Please do not worry about me!

Ich rufe dich an, wenn ich zu spät komme.

I will call you, if I am late.

Wir treffen uns um 4 Uhr vor dem Einkaufscenter.

We are meeting/are going to meet in front of the shopping centre at 4 o'clock.

Zu Hause treffe ich mich oft mit meinem Freunden, um einen Film anzusehen.

At home I often meet my friends to watch a film.
