

A Teachers' guide to the Trinity portfolio toolkit

What is a portfolio?

It's a file or folder that contains a collection of your students' work. Each portfolio should include at least one example of each task type that occurs in the written part of the exam.

The new portfolio will *not* be assessed by examiners but will be used as a tool for students to develop their writing skills at each level.

Why keep a portfolio?

- It **motivates** students as they are developing their writing skills.
- It **helps** students to keep track of their progress.
- It **provides** a good point of reference when preparing for the written part of the exam.
- It **supports** the development of process writing skills.
- It **encourages** students to be more in control of their learning and development.
- It **enables** students to work on their own with the different task types.
- It **raises** students' awareness of their strengths and weaknesses.

How do students use the portfolio?

Each time students produce a written text; the teacher will correct it and return it with the teachers' feedback form. Students should be encouraged to study the feedback form, then correct and rewrite each task. The corrected texts are collated in the file or folder so that students can refer back to them when preparing for their exam.

Guidelines for students and teachers

- Each task **should be written by the student** and must not be copied from any other source.
- The tasks must be **selected from the appropriate ISE level** that students are taking. They must not be taken from a mixture of different levels.
- At the end of each task, **students should write the number of words used** to complete each task. Students must not exceed the stated maximum word length range.
- Students must **check each task against the checklist**. After correction, teachers should return the task to the student with a completed feedback form.
- Students should **read the teachers' feedback form, make any changes** and retain a rewritten version in their portfolio.

ISE III writing task

Teachers' feedback form

Advice for students. Find out what you *can* do and what you can do better.

	Very good $\sqrt{\sqrt{\quad}}$, good $\sqrt{\quad}$	You need to look at this again
How did you do?		
It's the right task eg an email, an essay		
It has the correct information		
It has the right number of words.		
Appropriate style and register throughout the text. (friendly/formal etc)		
Appropriate range of grammar with good level of accuracy.		
Appropriate use of linking words and topic sentences.		
There's a good beginning, middle and end.		
Appropriate range of vocabulary relating to the task.		
Accurate spelling with occasional mistakes.		
Good punctuation.		
The text is interesting.		
Clear and effective paragraphing and handwriting is easy to read.		
Action plan		
Practise your grammar		
Learn new words		
Practise different styles of writing		
Find more ideas for the text		
Learn to organise ideas in a text more effectively		
Practise spelling and punctuation		
Other comments:		

Students check list.

I can...	√
1 write an email/an essay/ a report etc	
2 write between 200 and 230 words	
3 give the correct information	
4 use a range of grammar with a good level of accuracy	
5 plan and write a beginning, middle and an end	
6 organise a text effectively using linking words and topic sentences	
7 use a range of vocabulary	
8 spell and punctuate correctly	

Classroom Handouts

Activity 1

What do I do first?

1 You're going to do a written task. With a partner, put these actions in the best order. Discuss your answers.

Read what you have written and check it.	
Underline what you have to write and what information you need to give.	
Think of ideas.	
Organise your ideas and plan your paragraphs.	
Write your task and count the words.	
Read the task – twice!	(Example)1

Activity 2

Understanding the task

1 With a partner, read the task and answer the following questions.

- A What **text type** do you need to write (email, essay, report, proposal etc)?
- B Who is the **target reader** (who is the text for)?
- C What kind of **register** is needed (formal/informal)?
- D What **content** do you need to include (what are you writing about)?

Your class recently attended a discussion on the increase in online courses offered by colleges and universities. Write an essay for your tutor discussing the advantages and disadvantages of online learning.

3 Look at these other tasks and complete the table.

	text type	target reader	Register	content
Task A				
Task B				
Task C				

A

You read a magazine article which discussed whether it is better for young people to study abroad rather than in their own country. Write a letter to the editor of the magazine evaluating the different views on this issue. Express your personal opinion, supporting your standpoint with relevant examples.

B

Write an article for a lifestyle magazine entitled, 'How to be successful in life'. Express your personal beliefs on what factors are important to achieve success in life, supporting your ideas with relevant examples. Evaluate some different viewpoints in this subject.

C

A television company is planning to film a TV series about the history and culture of your country and is looking for ideas of where to film. Write a proposal for the TV company suggesting a place they should film in your country. In your proposal, explain why this place is of particular interest and suggest what aspects of the place would inform viewers about the history and culture of your country.

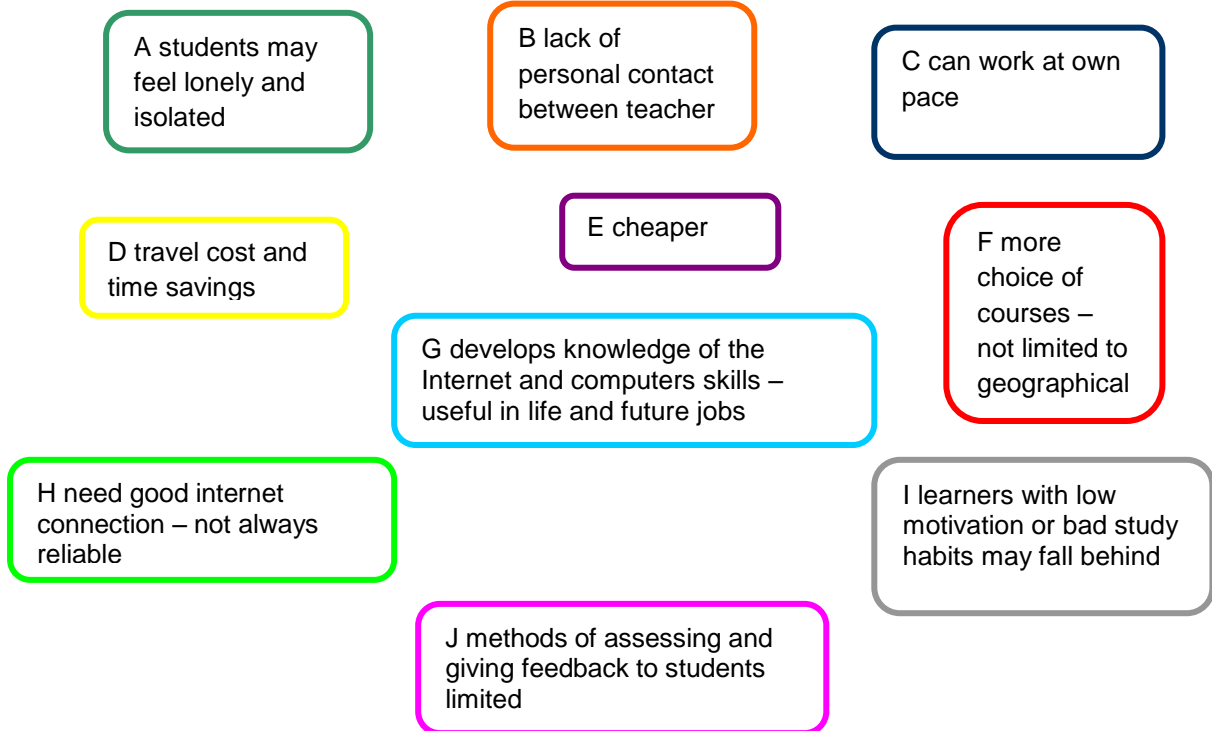
What words and phrases can I use?

Activity 3

Getting your ideas

1 Look at the online learning task again. With a partner, decide whether the statements in boxes (A-J) are advantages or disadvantages of online learning. Add two of your own ideas to each list.

Your class recently attended a discussion on the increase in online courses offered by colleges and universities. Write an essay for your tutor discussing the advantages and disadvantages of online learning.



Advantages

- 1
- 2
- 3
- 4
- 5
- Extra ideas
-
-

Disadvantages

- 1
- 2
- 3
- 4
- 5
- Extra ideas
-
-

Activity 4

Planning your text.

1 Read the statements below about writing a discursive essay and decide if they are true or false.

	True	False
1 The first paragraph of the essay should introduce the topic.		
2 The first paragraph should explain the main advantage and disadvantage of the topic you are discussing.		
3 It's better to discuss fewer points in more detail, than discuss lots of points briefly.		
4 You should use informal vocabulary, i.e. colloquial language and slang		
5 You should use markers such as firstly, secondly, finally.		
6 You should use a range of linking words such as therefore, as a result, whereas		
7 You should use the personal pronoun 'I' throughout the essay.		
8 You should use contractions, e.g. <i>haven't</i> rather than <i>have not</i>		
9 You should use objective language whenever possible, e.g. <i>It is believed that...</i>		
10 You should make your writing more interesting by using exclamation marks (!).		
11 You should always back up your points with reasons and examples.		
12 In your conclusion you should reflect upon your points and give your personal opinion.		

Sample answer:

Your class recently attended a discussion on the increase in online courses offered by colleges and universities. Write an essay for your tutor discussing the advantages and disadvantages of online learning.

In recent years there has been a significant increase in the number of online courses offered by colleges and universities. The rapid development in technology has meant that students are now able to access courses around the world from the comfort of their own home. While this clearly has advantages, there are also undeniably some disadvantages to this method of learning.

For most students who enrol on an online course, the greatest advantage is the flexibility it offers. The fact that you can study at a time that suits you is ideal for those students who work or have a family to look after. Another benefit is the fact that you can study from home and so can avoid travelling costs.

However, there are certainly some drawbacks to distance learning. For example, students can find the lack of human contact difficult as studying online can be lonely. While it is true that students can still exchange ideas and discuss matters online, many would argue that it is not as productive or rewarding as face to face discussions.

In conclusion, I think that while there are both positive and negative aspects to online learning, I feel that the advantages outweigh the disadvantages. I believe that the development of online education has created opportunities for people who otherwise would be unable to further their studies.

(223 words)

Activity 6

Checking your work

1 Check and improve your work. Use the checklist below to help you.

I can...	√
1 write an email/an essay/ a report etc	
2 write between 200 and 230 words	
3 give the correct information	
4 use a range of grammar with a good level of accuracy	
5 plan and write a beginning, middle and an end	
6 organise a text effectively using linking words and topic sentences	
7 use a range of vocabulary	
8 spell and punctuate correctly	

2 Give your work to your teacher. Your teacher will correct your work and give you a feedback form.

3 Look at your feedback form. Make changes and write your text again.



4 Put your corrected work in your file or folder. Then try another task.**3 Give your work to your teacher.**

5 Look at your feedback form. Make changes and write your text again.

Sample tasks

Sample task 1

You read a magazine article which discussed whether it is better for young people to study abroad rather than in their own country. Write a letter to the editor of the magazine evaluating the different views on this issue. Express your personal opinion, supporting your standpoint with relevant examples.

Sample task 2

Write an article for a lifestyle magazine entitled, 'How to be successful in life'. Express your personal beliefs on what factors are important to achieve success in life, supporting your ideas with relevant examples. Evaluate some different viewpoints in this subject.

Sample task 3

A television company is planning to film a TV series about the history and culture of your country and is looking for ideas of where to film. Write a proposal for the TV company suggesting a place they should film in your country. In your proposal, explain why this place is of particular interest and say what aspects of the place would inform viewers about the history and culture of your country.

Sample task 4

You are doing a project on travel at your college and your tutor has asked you to write a report on public transport facilities in your country. In your report you should briefly describe the strengths and weaknesses of the public transport system in your country. You should also explain how any improvements could help benefit the country.

Sample task 5

A technology magazine has asked its readers to write reviews of apps or websites that are designed to make our lives easier. In your review you should say which app or website you have chosen, giving reasons for your choice, evaluate its strengths and weaknesses and say whether you would recommend it to other people.

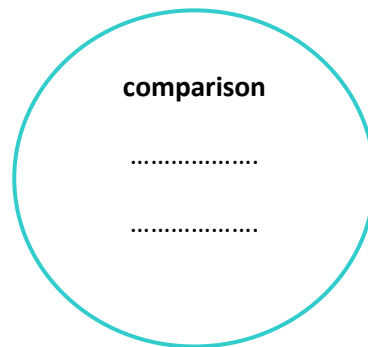
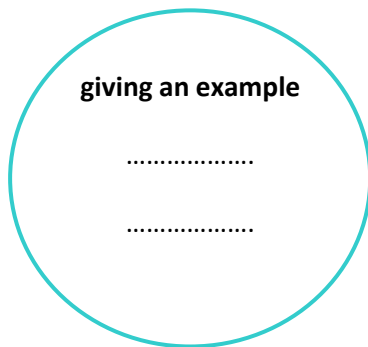
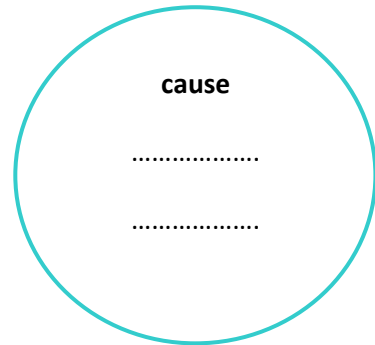
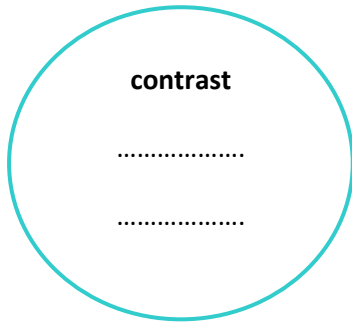
Sample task 6

Your Canadian friend is doing a history project about influential people around the world and has asked you to suggest someone from your country. Write an email to your friend, suggesting a well-known influential person from your country, giving reasons why you chose this person and explaining what impact this person has had on your country.

Extra activities: Handout 1

1 Put the linking words and phrases in the correct categories.

however	furthermore	in the same way	since	for instance
just as	on the other hand	due to	such as	besides



2 Complete these sentences with a linking word or phrase from exercise 1.

- 1 _____ the cultural experience of living in another country, there is also the opportunity to learn a foreign language.
- 2 A lot of people are leaving the city _____ the high levels of pollution.
- 3 Many people believe money can buy happiness, _____, this is not always the case.
- 4 The local inhabitants are fishermen, _____ their fathers and grandfathers were.
- 5 There are many benefits to doing regular exercise, _____, it helps prevent heart disease.
- 6 There is a national campaign to encourage girls to study science _____ few girls choose to study the subject at a higher level.

Background information: The written task

At C1 students need to show that they:

- understand the task and can give the right information
- can organise and structure their ideas effectively
- can use appropriate grammar accurately
- can use a range of appropriate vocabulary

Task types

Descriptive essay

Discursive essay

Article (magazine or online)

Informal email

Informal letter

Formal letter or email

Review

Proposal

Report

Refer to document called Guidance with Genres

C1 CEFR

Can express him/herself with clarity and precision, relating to the addressee flexibly and effectively.
Can express him/herself with clarity and precision in personal correspondence, using language flexibly and effectively, including emotional, allusive and joking usage.
Can write clear, well-structured texts of complex subjects, underlining the relevant salient issues, expanding and supporting points of view at some length with subsidiary points, reasons and relevant examples, and rounding off with an appropriate conclusion.
Can write clear, detailed, well-structured and developed descriptions and imaginative texts in an assured, personal, natural style appropriate to the reader in mind. (CEFR 2)
Can write a description of an event, a recent trip – real or imagined. .
Can write short, simple essays on topics of interest.
Can summarise, report and give his/her opinion about accumulated factual information on familiar routine and non-routine matters within his field with some confidence.
Communicates with reasonable accuracy in familiar contexts; generally good control though with noticeable mother tongue influence. Errors occur, but it is clear what he/she is trying to express.
Uses reasonably accurately a repertoire of frequently used ‘routines’ and patterns associated with more predictable situations.
Shows good control of elementary vocabulary but major errors still occur when expressing more complex thoughts or handling unfamiliar topics and situations.

Topic areas

Independence
Ambitions
Stereotypes
Role models
Competitiveness
Young people's rights
The media
Advertising
Lifestyles
The arts
The rights of the individual
Economic issues
Roles in the family
Communication
The school curriculum
Youth behaviour
Use of the internet
Designer goods
International events
Equal opportunities
Social issues
The future of the planet
Scientific developments
Stress management

Key:

Activity 1

- 1 Read the question – twice.
- 2 Underline what you have to write, who you are writing to and what information you need to give.
- 3 Think of ideas.
- 4 Organise your ideas into paragraphs.
- 5 Write your task and count the words.
- 6 Read your task and check it.]

Activity 2

1. A-essay B-tutor C-formal D-advantages and disadvantages of online learning
- 2.

	text type	target reader	Register	content
Task A	Letter	Editor of magazine	Formal	Evaluate different views on whether it is better for young people to study abroad rather than in their own country
Task B	article	Readers of lifestyle magazine	Formal or informal as long as it is consistent	personal beliefs on factors important to achieving success in life, supporting ideas with relevant examples. Evaluate some different viewpoints in this subject.
Task C	Proposal	TV company	Formal	Suggest a place they should film in your country. Explain why this place is of particular interest and suggest what aspects of the place would inform viewers about the history and culture of your country.

Activity 3

Advantages

- 1 can work at own pace
- 2 cheaper courses
- 3 more choice of courses – not limited to geographical location
- 4 travel cost and time savings
- 5 develops knowledge of the Internet and computers skills – useful in life and future jobs

possible extra ideas:

- flexible hours - fits in well with work and family life
- can work from home

Disadvantages

- 1 lack of personal contact between teacher and student
- 2 learners with low motivation or bad study habits may fall behind
- 3 students may feel lonely and isolated
- 4 need good internet connection – not always reliable
- 5 methods of assessing and giving feedback to students limited

possible extra ideas:

- teacher may not always be available when students are studying or need help
- lack of communication with fellow students to share experiences.

Activity 4

1

1T 2F 3T 4F 5T 6T 7F 8F 9T 10F 11T 12T

Extra activities

1

Comparison: In the same way Just as

Contrast: On the other hand However

Cause: Since Due to

Giving an example: For instance Such as

Addition: Furthermore Besides

2

1 Besides

2 due to

3 however

4 just as

5 for instance

6 since