

## BEC Preliminary Writing Part 1 – Teacher’s Notes

### Description

Students look at example Part 1 tasks and do exercises focusing on the target reader, text type and content required; identifying what is good and bad about two sample answers; choosing good sentences for each bullet point and ordering sentences to make a coherent answer. They practise writing their own answers and gapfill sentences giving advice about Writing Part 1.

**Time required:** 60 minutes

**Materials required:**

- *Student’s Worksheet (one per student)*

**Aims:**

- *to familiarise students with the format of Writing Part 1*
- *to help them to understand the importance of making the meaning clear*

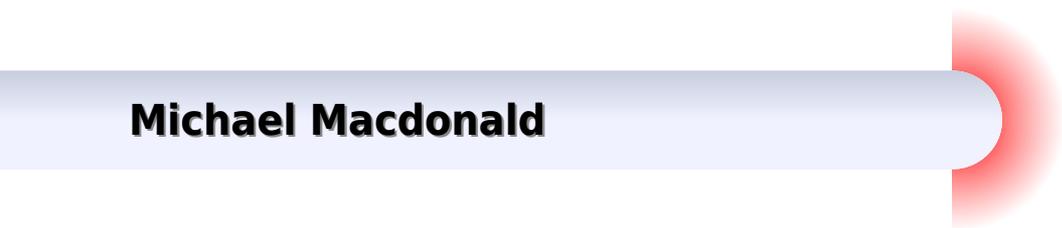
### Procedure

1. Ask students to think about emails, notes and letters to colleagues or friends, and ask them which the most important thing is: correct spelling, correct grammar, or making the reader understand the meaning [making the reader understand the meaning].
2. Explain that you are going to focus on writing to other people, and on the importance of making the meaning clear to the reader. Say that this is also very important in Writing Part 1.
3. Give each student a copy of the **Student’s Worksheet**, and ask them to read the Part 1 task in Exercise 1. Draw attention to the spelling of *engineering*, as it’s often misspelt by candidates. Ask them to do Exercise 1 in pairs.
4. Check the answers [see **Key to Student’s Worksheet**]. Ask why it’s important to think about the reader [so they know who they are writing to, and to try to make sure the reader will understand]. Ask why it’s important to do exactly what’s in the bullet points, and only that [to give the message that’s needed, without confusing the reader with extra information]. Point out that it may be sensible to write one sentence for each bullet point, because they all contain information that’s different and of equal importance.
5. Ask students to look at Exercise 2 and in pairs to write comments in the table about the two answers.
6. Check the answers [see **Key to Student’s Worksheet**]. Ask which answer they think is better [Answer B is much better than Answer A. Mostly importantly, although Answer B isn’t in perfect English, it still gets the message across clearly.]
7. Tell students you are going to ask them to write their own email in answer to the question. Ask them to look at the question in Exercise 1 again, and ask for ideas for the third bullet point – what work you could ask your assistant to do [e.g. write a particular report, advertise a vacant post, arrange a particular meeting, etc.]. Ask students to write the email and try to make it different from the answers they’ve looked at (Exercise 3). Tell them to spend no longer than 10 minutes on it, including reading the instructions carefully, writing, then



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**Michael Macdonald**



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## **Table of Contents Bec Preliminary Reading Writing Sample Paper Cambridge**

1. Understanding the eBook Bec Preliminary Reading Writing Sample Paper Cambridge
  - The Rise of Digital Reading Bec Preliminary Reading Writing Sample Paper Cambridge
  - Advantages of eBooks Over Traditional Books
2. Identifying Bec Preliminary Reading Writing Sample Paper Cambridge
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bec Preliminary Reading Writing Sample Paper Cambridge
  - User-Friendly Interface
4. Exploring eBook Recommendations from Bec Preliminary Reading Writing Sample Paper Cambridge
  - Personalized Recommendations
  - Bec Preliminary Reading Writing Sample Paper Cambridge User Reviews and Ratings
  - Bec Preliminary Reading Writing Sample Paper Cambridge and Bestseller Lists
5. Accessing Bec Preliminary Reading Writing Sample Paper Cambridge Free and Paid eBooks
  - Bec Preliminary Reading Writing Sample Paper Cambridge Public Domain eBooks

- Bec Preliminary Reading Writing Sample Paper Cambridge eBook Subscription Services
- Bec Preliminary Reading Writing Sample Paper Cambridge Budget-Friendly Options
- 6. Navigating Bec Preliminary Reading Writing Sample Paper Cambridge eBook Formats
  - ePub, PDF, MOBI, and More
  - Bec Preliminary Reading Writing Sample Paper Cambridge Compatibility with Devices
  - Bec Preliminary Reading Writing Sample Paper Cambridge Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Bec Preliminary Reading Writing Sample Paper Cambridge
  - Highlighting and Note-Taking Bec Preliminary Reading Writing Sample Paper Cambridge
  - Interactive Elements Bec Preliminary Reading Writing Sample Paper Cambridge
- 8. Staying Engaged with Bec Preliminary Reading Writing Sample Paper Cambridge
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Bec Preliminary Reading Writing Sample Paper Cambridge
- 9. Balancing eBooks and Physical Books Bec Preliminary Reading Writing Sample Paper Cambridge
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Bec Preliminary Reading Writing Sample Paper Cambridge
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Bec Preliminary Reading Writing Sample Paper Cambridge
  - Setting Reading Goals Bec Preliminary Reading Writing Sample Paper Cambridge
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Bec Preliminary Reading Writing Sample Paper Cambridge
  - Fact-Checking eBook Content of Bec Preliminary Reading Writing Sample Paper Cambridge
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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