5. Short texts I

(Notes, Leaflets, Text Messages, Postcards, Recipes)

1. Brainstorm all the forms of texts you read sometimes

2. Read texts (1 - 5) HO/1 and match them with the listed forms of texts:

a) Note

b) Leaflet

c) Text message

d) Postcard

e) Recipe

Text 1

Text 2

Text 3

Text 4

Text 5

3. Read the texts again and complete the missing parts. Use the following text fragments.

* Delicious with ice cream!
* Will not arrive 2day.
* I am having a great time skiing here in the Alps.
* Admission and a welcome drink free!
* I booked them yesterday but was too busy to go to town.

4. Characterise each type of text – focus on the writer, reader, form and language

5. Which of the texts are often used in communication? Which ones are rare and why?

5. Short texts II; Notes/Messages

1. Think of various reasons why people write notes. Read the following notes to find out why they were written.

1.

Hi Nick,

I didn’t have a chance to speak to you last night. Could you please pick the tickes for Saturday’s concert at the ticket office near the square? I booked them yesterday but was too busy to go to town.

Thanks

Lisa

2.

I am sorry that Mike was absent yesterday. He had a sore throat.

Sue Taylor

3.

Dear Tim and Liz,

Thank you very much for the invitation to your wedding. It will be a great pleasure for me to join you on your big day. I am really looking forward to it!

Yours

Jim

2. What is the form, style and language of each note?

**Note SUMMARY:**

**Who to:** *Friends, family members, acquaintances also colleagues – people that you know*

**To address:** *Hi, Hi Karla, Hello, Hello Karla; Dear Karla* (semi – formal!);

**To end:** *Love, Love from* (family members, close friends); *Take care, Best, Yours* (friends and acquaintances

**Useful tips:** *Use contracted forms (some forms are not complete), short sentences, informal or semi-formal language; there is no space for closing up phrases; write your name (first name) or initials*

**Paragraphs:** *Not necessary*

3. Excuse Note; Think of 2 or 3 most common reasons for your absence.

4. Complete the following excuse note and write your parents names.

**Excuse Note**

Please explain why your child was absent and list the dates. Documentation must be received within 3 days of your child returning to school. If your child is out 5 or more days, a note from his/her doctor must be handed in. After 5 days with no note your child´s absence will be marked as unexcused.

My child, ……………………………………………………………., ………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Parent´s signature………………………………… Date……………………………………………….

Homeroom Teacher……………………………… Date.………….…………………………………..

Principal´s signature……………………………… Date……………………………………………….

*Please fill out and submit this form when your child is absent.*

5. Read the following link to find out more about writing a thank-you-note.

[[http://www.themorningnews.org/article/how-to-write-a-thank-you-note](#_Hlk347913074" \s "1,5114,5266,0,, HYPERLINK \"http://www.themorni)](http://www.themorningnews.org/article/how-to-write-a-thank-you-note)

5. Short texts III; Leaflets

|  |
| --- |
| **Welcome Back to School Party!**  **Please come to the best ever party and celebrate the beginning of the school with us on**  **SUNDAY 2 SEPTEMBER**  **From 16.00**  **At the Cafe Midnight (30 Ellicott Hill, Coventry)**  **Admission and a welcome drink free!**  **Hope to see you there:**  **Peter and Paul**  **RSVP**  **(Peter Smith, 15 Rose street, Coventry CO2 6BC, phone:06562 235411)**  **Sponsored by Eurtours, Celtic travels agency** |

1. What is the key information in the text, underline it.

2. Create titles for these events:

* Students at school do not recycle properly and you want to encourage them to do so.
* The Elections to the school parliament are planned for next week.
* Your school canteen opened again last week with completely new lunch and snack menu.
* You want to rent your cottage/house/flat.

3. Choose one of the titles from activity 2 and brainstorm all the key information to be included in each one. Make a leaflet; write 60 – 70 words.

**Leaflet SUMMARY:**

**Who to:** *Friends and acquaintances, students, the general public*

**Parts of a leaflet:**

1. Title (*drawing* *attention, basic information about the event* )
2. Key information/message (*date, time, place; facts, arguments)*
3. Contact details (*names of the organizers, address, phone number, email address)*

**Useful tips:** *Use short, effective sentences, informal language is acceptable if you aim for young audience. Proper layout and attractive graphic design is vital.*

**Paragraphs:** *Title; the text is divided as the information is presented (e.g. event, date; time, place; dress code, refreshments, entrance fee); contact information*

5. Short texts IV; Text messages

**SOZ! Flight delayed. Will not arrive 2day. W8 for me TMR 7 a.m. CU Lucie**

1. Why are the text messages so common in modern communication? How often do you write them?

2. Find all the abbreviations and acronyms in the text above. Translate the message into proper English.

3. Match the following abbreviations and acronyms with their full form.

@

AFAIR

ATM

ASAP

B4

PAL

CU

GR8

HAND

KISS

LUV

OMG

RSVP

SAL

SEC

THX, THNX

TMR

W8

XOXO

*Parents are listening*

*As soon as possible*

*Hugs and kisses*

*Tomorrow*

*As far as I remember*

*Such a laugh*

*At the moment*

*Keep it simple, stupid*

*At*

*See you*

*Second*

*Please reply*

*Thanks*

*Oh My God!*

*Great*

*Before*

*Have a nice day*

*Love*

*Wait*

[[http://en.wikipedia.org/wiki/SMS\_language](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)](http://en.wikipedia.org/wiki/SMS_language)

**[Text Message SUMMARY:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)**

**[Who to:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)** *[Friends, family members, acquaintances also colleagues or similar status people](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)*

**[To address:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)** *[Hi, Hello, John; no name is also common](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)*

**[To end:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)** *[LUV; HAK; XOXO; THX; CU](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)*

**[Useful tips:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)** *[Usually very brief text – one or just a few sentences. Contracted forms, abbreviations and acronyms are common; use informal language; sign your name (first name or initial)](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)*

**[Paragraphs:](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)** *[Not necessary](#_Hlk347699456" \s "1,4213,4313,0,, HYPERLINK \"http://en.wikipedia)*

4. Use your mobile phone to write a text message to your classmate in English. Tell him/her about a

concert/ film/night out last weekend and ask about his/her weekend.

5. Short texts V; Postcards

|  |
| --- |
| *Dear John,*  I am having a great time skiing here in the Alps. *On Sunday I went skiing in Schladming - one of the biggest ski centres in the area. I even tried the slope used during the World Cup. I really like it here since there are so many slopes, not too many people and a lot of snow. The weather has been great so far – a bit cold but sunny so I am hoping for some tan.*  *Tomorrow I am going to try snowboarding for the first time in my life. So, wish me luck!*  *See you when I get back!*  *Love*  *Anna* |

1. Why do people send postcards? When did you last write a postcard? What is the difference between postcards, letters and emails?
2. Write **a postcard** to one of your friends. You are on a ski trip with your class. Write **60 to 70 words**.

You should:

* **include the place and length of your stay**
* **inform about the accommodation and food**
* **mention whether you like the trip or not**

*Write your postcard in an appropriate style and form.*

**Postcard summary:**

**Who to:** *Family members, friends, schoolmates or colleagues*

**To address:** *Hi Karla, Dear Karla*

**To end:** *Love, Love from* (family members, close friends); *Take care, Best, Yours* (friends and acquaintances); *All the best, Best wishes* (semi-formal!)

**Useful tips:** *Use contracted forms, short sentences, informal language; sign your name (first name)*

**Paragraphs:** *Not necessary*

5. Short texts VI; Recipes

1. Do you like cooking? What is your favourite meal to make? Do you know any famous chefs?

Are there any awards for the best chefs?

<http://slickzine.com/food/top-10-master-chefs-world-culinary-worlds-delight/>

2. What is wrong with the following recipe?

|  |
| --- |
| a) Bake at 180°C for half an hour, or until golden-brown.  b) Delicious with ice cream!  c)The crumble mixture:  In a bowl, mix together 250g flour and 100g brown sugar with 100g butter.  Use your hands and try to make crumbs.  Spoon the crumble over the plums.  d) **Plum Crumble** (a traditional British dessert) - easy to make!  e)The fruit:  Stone the plums (about half a kilo) and halve them.  Grease an oven-proof dish and put plums in it. |

3. Find all the verbs in the recipe above. What is the most common verb form used in a recipe?

4. Watch and listen. Find out the name of the meal and the ingredients used in it.

<http://www.youtube.com/watch?v=AgHgbn_sVUw>

**Recipe SUMMARY:**

**Who to:** *the general public, friends, family*

**Parts of a recipe:** *Title; Ingredients; Preparation in chronological order; Further Information*

**Useful tips:** *Use short sentences, imperative forms, abbreviations – g (grams), sequence words (first, then, next, after that, while, as soon as etc.)*

**Paragraphs:** *Individual stages are usually written on separate lines and can be numbered or you can you subheadings*

5. Write the recipe for the omelette.

**Answer key:**

Short texts I

1. Students´ own answers

2. Forms of texts:

Text 1 - c) Text message

Text 2 - d) Postcard

Text 3 - e) Recipe

Text 4 - a) Note

Text 5 - b) Leaflet

3. Missing parts.

* Delicious with ice cream! - Recipe
* Will not arrive 2day. – Text message
* I am having a great time skiing here in the Alps. - Postcard
* Admission and a welcome drink free! - Leaflet
* I booked them yesterday but was too busy to go to town. - Note

4. Students´ own answers

5. Text messages are the most common. Leaflets and recipes are used in specific situations. Notes are often replaced by text messages yet they are free. Postcards are written less each year (they are more expensive too).

Short texts II

1. Students´ own answers.

2. Thank-you-notes are used less than the others – see the link.

<http://www.themorningnews.org/article/how-to-write-a-thank-you-note>

**Note SUMMARY:**

**Who to:** *Friends, family members, acquaintances also colleagues – people that you know*

**To address:** *Hi, Hi Karla, Hello, Hello Karla; Dear Karla* (semi – formal!); excuse notes are usually filled in forms where greetings are not necessary

**To end:** *Love, Love from* (family members, close friends); *Take care, Best, Yours* (friends and acquaintances

**Useful tips:** *Use contracted forms, short sentences, informal or semi-formal language; there is no space for closing up phrases; write your name (first name) or initials*

**Paragraphs:** *Not necessary*

3. Excuse Note – students´ own answers.

4. Complete the following excuse note and write your parents names.

**Secondary School Excuse Note**

Please explain why your child was absent and list the dates. Documentation must be received within 3 days of your child returning to school. If your child is out 5 or more days, a note from his/her doctor must be handed in. After 5 days with no note your child´s absence will be marked as unexcused.

My child, ……………*Ben Nowak*……………………………., *was absent from school on 6, 7 February. Had a soar throat and a temperature.*

Parent´s signature……………………………………Date……………………………………………….

Homeroom Teacher………………………………...Date.………….…………………………………..

Principal´s signature…………………………………Date…………..…………………………………..

*Please fill out and submit this form when your child is absent.*

Short texts III

1. What is the key information in the text, underline it.

|  |
| --- |
| **Welcome Back to School Party!**  **Please come to the best ever party and celebrate the beginning of the school with us on**  **SUNDAY 2 SEPTEMBER**  **From 16.00**  **At the Cafe Midnight (30 Ellicott Hill, Coventry)**  **Admission and a welcome drink free!**  **Hope to see you there:**  **Peter and Paul**  **RSVP**  **(Peter Smith, 15 Rose street, Coventry CO2 6BC, phone:06562 235411)**  **Sponsored by Eurtours, Celtic travels agency** |

2. Create titles for these events: suggested answers

* Students at school do not recycle properly and you want to encourage them to do so.

**Learn to recycle**

* The Elections to the school parliament are planned for next week.

**School Parliament Elections are coming!**

* Your school canteen opened again last week with completely new lunch and snack menu.

**New menu at the school canteen**

* You want to rent your cottage/house/flat.

**A cottage/house/flat to rent**

3. Students´ own answers.

Short texts IV

|  |
| --- |
| SOZ! Flight delayed. Will not arrive 2day. W8 for me TMR 7.am. CU Lucie |

1. Students´ own answers.

2. SOZ, 2day,W8, TMR, CU.

*I am sorry! The flight has been delayed. I will not arrive today. Wait for me tomorrow at 7 a. m. See you! Lucie*

3. Abbreviations and acronyms.

@

AFAIR

ATM

ASAP

B4

PAL

CU

GR8

HAND

KISS

LUV

OMG

RSVP

SAL

SEC

THX,THNX

TMR

W8

XOXO

*at*

*As far as I remember*

*At the moment*

*As soon as possible*

*Before*

*Parents are listening*

*See you*

*Great*

*Have a nice day*

*Keep it simple, stupid*

*Love*

*Oh My God!*

*Please reply*

*Such a laugh*

*Second*

*Thanks*

*Tomorrow*

*Wait*

*Hugs and kisses*

4. Students´ own answers.

5. Students´ own answers.

Short texts V

1. Students‘own answers

2. Teachers should analyse students´ emails based on criteria used for assessing Writing for Maturita exam (school leaving exam). Teachers may also prepare a list of mistakes that students will correct in the class.

Short texts VI

1. Students´ own answers. To find out about famous chefs see the following link

<http://slickzine.com/food/top-10-master-chefs-world-culinary-worlds-delight/>

Michelin Award.

<http://culinarytravel.about.com/od/planningculinarytravel/qt/Michelin_Stars_Defined.htm>

2. Correct version of the recipe.

|  |
| --- |
| d) **Plum Crumble** (a traditional British dessert) - easy to make!  e)The fruit:  Stone the plums (about half a kilo) and halve them.  Grease an oven-proof dish and put plums in it.  c)The crumble mixture:  In a bowl, mix together 250g flour and 100g brown sugar with 100g butter.  Use your hands and try to make crumbs.  Spoon the crumble over the plums.  a) Bake at 180°C for half an hour, or until golden-brown.  b) Delicious with ice cream! |

3. Verbs: stone, halve, grease, put, mix, use, try, make, spoon, bake. The most common form of a verb used in a recipe is the imperative form.

4. <http://www.youtube.com/watch?v=AgHgbn_sVUw>

The name of the recipe: The perfect omelette

Ingredients: 3 eggs, a pinch of salt, a spoon of olive oil, a small piece of butter

Utensils and equipment: Non-stick pan

5.

|  |
| --- |
| **Perfect Omelette** – easy and quick to make!  Ingredients:  3 (organic) eggs  a pinch of salt and pepper  1 spoon of olive oil  1 small piece of butter  5 g of cheddar cheese  Equipment:  Non-stick pan  Preparation/Cooking instructions:  First, crack the eggs and put them into a bowl.  Add a pinch of salt and pepper.  Whisk up the eggs.  Sprinkle some oil over the pan and add a small piece of butter. Wait till it all melts.  Keep the cooker medium heat.  Pour the eggs into the pan. Do not cook them too fast. It takes about a minute or so.  Sprinkle with grated cheese.  Cook for 40 more seconds to melt the cheese.  Flap the omelette and serve it.  Delicious also with tomatoes, fried mushrooms, ham or fried bacon! |

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<http://en.wikipedia.org/wiki/SMS_language>

<http://www.themorningnews.org/article/how-to-write-a-thank-you-note>

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<http://slickzine.com/food/top-10-master-chefs-world-culinary-worlds-delight/>

<http://www.jamieoliver.com/videos/how-to-cook-chicken-soup-with-georgie-from-the-food-team>

**HO1**

|  |
| --- |
| **Text 1**  SOZ! Flight delayed. ................................... W8 for me TMR 7. Am. CU Lucie |

|  |
| --- |
| **Text 2**  *Dear John,*  *......................................................................... On Sunday I went skiing to Schladming - one of the biggest ski centres in the area. I even tried the slope used during the World Cup. I really like it here since there are so many slopes, not too many people and a lot of snow. The weather has been great so far – a bit cold but sunny so I am hoping for some tan.*  *Tomorrow I am going to try snowboarding for the first time in my life. So, wish me luck!*  *See you when I get back!*  *Best wishes*  *Anna* |

|  |
| --- |
| **Text 3**  Plum Crumble (a traditional British dessert) - easy to make!  The fruit:  Stone the plums (about half a kilo) and halve them.  Grease an oven-proof dish and put plums in it.  The crumble mixture:  In a bowl, mix together 250g flour and 100g brown sugar with 100g butter.  Use your hands and try to make crumbs.  Spoon the crumble over the plums.  Bake at 180°C for half an hour, or until golden-brown.  ……………………………………………….. |

|  |
| --- |
| **Text 4**  Hi Nick,  I didn’t have a chance to speak to you last night. Could you please pick the ticks for Saturday’s concert at the ticket office near the square? ………………………………………………………  Thanks  Lisa |

|  |
| --- |
| **Text 5**  **Welcome Back to School Party!**  **Please come to the best ever party and celebrate the beginning of the school with us on**  **SUNDAY 2 SEPTEMBER**  **From 16.00**  **At the Cafe Midnight (30 Ellicott Hill, Coventry)**  **………………………………………..**  **Hope to see you there:**  **Peter and Paul**  **RSVP**  **(Peter Smith, 15 Rose street, Coventry CO2 6BC, phone:06562 235411)**  **Sponsored by Eurtours, Celtic travels agency** |