



Making writing tasks more manageable is all about perspective. Overwhelming tasks can look smaller if we change the view

Writing tasks can seem hard to manage

The Teaching Situation

- Brisbane TAFE
- The course
- Certificate III in Spoken and Written English – a nationally used curriculum
- in the AMEP settlement program for adult migrants
- and the post settlement English classes including Skills for Employment and Education (SEE) courses
- Students – Certificate III - Intermediate

Making writing tasks seem easier

- Make the different components of a writing task explicit
- Make the structure of the writing text explicit
- Provide models texts to read, alter and manipulate
- Introduce a new task which is similar to a model text
- Talk about the background to the task
- Relate the task to a persons' own experience
- Use group work to generate ideas and group writing
- Get one group to present their work as a draft and get the class to help them with editing
- Use spell check, dictionaries and the teacher as a resource
- Make a mistake when working quickly and correct it without being embarrassed
- Give students lots of time to practice

Looking for jobs online



[< Back](#)

Senior Sales Assistant - Pillow Talk Annerley

Pillow Talk – [More jobs by advertiser](#)



Senior Sales Assistant - Pillow Talk Annerley

Casual Senior Sales Assistant
www.pillowtalk.com.au

Luxurious, sumptuous, inspiring, and exquisite high end home linens and homewares - this is what you will be surrounded by every day at Pillow Talk. We are able to provide you with a successful and long term career along with a supportive, friendly and relaxed atmosphere.

About us

Pillow Talk is a 100% Australian owned and operated company and Australia's largest Home Linens specialist. Pillow Talk has grown into a successful group of 54 stores throughout Queensland, New South Wales, Victoria and the ACT. We are a dynamic and highly sought after employer with the vision to succeed and offer job stability and career progression opportunities.

The Opportunity

We are looking for a motivated, enthusiastic, hands on Senior Sales Assistant to support the Management team on occasions at

Personal details

Email

First name

Last name

Phone (mobile preferred)

Most recent role

I'm new to the workforce

Job title

Company name

Class activities

- Talk about their experiences in applying for jobs online
- Using the teacher's laptop, look at a particular job search website and select search criteria
- Open a particular job and examine the layout of the application
- Identify the components
- Students practice the search on a class set of iPads or in a computer classroom

Text One -Applying for a job online

- **Components**

1. Form - filling in personal details
2. Resume – write and upload
3. Either upload a cover letter or answer a question such as: *Why does this job appeal to you?*
4. Provide information about availability – click on days available for work

Text One -Applying for a job online

- **Underpinning knowledge**

1. Online search – SEEK
2. Filling in a form online
3. Writing a resume
4. Uploading a document
5. Answering a question in a word document and copying and pasting into the online box to answer a question

Rose's resume

- Read Rose's resume and decide if she would be suitable for the job at Pillowtalk.
- How would you match her skills with the skills needed for the job?

Cultural Knowledge

- How to both answer a question about why you would enjoy a job and sell yourself at the same time
- How to give some details which support what you say without writing too much

Text Two – Writing an email to complain about a problem

1. Talking about renting and dealing with landlords
2. Model email
3. Language activities like close exercises
4. Group work and group composition
5. Working on register
6. Editing

Whole Class Composition

- 3Q
- Letter composed in a group exercise in class
- Task – Write a formal complaint email
-
- To: tonysmith@HRHooker.com
- Subject: Leaking tap at 12 Brown Street, South Brisbane
- Dear Mr Smith,
- Re: Leaking tap at 12 Brown Street, South Brisbane
- I am writing about the leaking tap in my shower which has not been properly fixed yet.
- Last week, a plumber came to fix the tap. He was here for more than one hour. However, the tap is still leaking and we are wasting a lot of water. I am very concerned about my next water bill.
- Could you please ask the plumber to come back as soon as possible because the problem is now urgent. I will be available tomorrow or Friday to let him into the house. Would you please telephone me to let me know when the plumber will be coming.
- Your assistance in resolving this problem quickly is very much appreciated.
- Yours sincerely,
- Name
- 0409 037 425
-
-

Using Close Exercises

problem, morning, another, contacted, as, in

Please insert the missing words

To: graham@iinet.com

Subject: electrical problem at 4/13 Bell Street Indooroopilly

Dear Mr Graham,

re: electrical at 4/13 Bell Street Indooroopilly

I am writing regard to an ongoing problem in the unit which I rent through your agency. Four electrical switches in the unit are not working. I have your company several times about this problem. I was told that an electrician would come to the unit this but no one came.

Could you please contact me to explain why the electrician did not come. I cannot takeday off work. Is it possible for the electrician to come on Saturday?

Please contact me as soon possible.

Yours sincerely,

Sent from my iPad