



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



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## 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](http://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](mailto: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](mailto: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 take .....day off work. Is it possible for the electrician to come on Saturday?

Please contact me as soon ..... possible.

Yours sincerely,

Sent from my iPad