

BEC Preliminary Reading Part 7 – Teacher's Notes

Description

Students do two note-taking exercises which encourage them to skim read a text and extract relevant information as well as raise awareness of distractors and use of paraphrase. They then do a Part 7 task, followed by a right/wrong exercise on information and advice on this part of the test.

Time required:	<i>30 minutes</i>
Materials required:	<ul style="list-style-type: none"> • <i>Student's Worksheet</i> (one per student) • <i>Sample Task</i> (for optional follow-up)
Aims:	<ul style="list-style-type: none"> • <i>to familiarise students with the format of Reading Part 7</i> • <i>to help them to skim texts to find required information</i>

Procedure

1. Explain that you are going to practise looking for specific information in a text. Ask students when they do this in their own language (e.g. reading an advertisement for details of a product or event, reading TV listings to find a particular programme, reading a company website to find details of its products).
2. Ask students what information they would want to know if they were interested in attending a conference (e.g. where it is to be held, when, how much it costs, whether somewhere to stay is included, when it needs to be booked).
3. Tell students you are going to give them a worksheet where they'll need to look for specific information. Give each student a copy of the **Student's Worksheet**.
4. Ask students to look at Exercise 1, and to write down the answers to questions 1-3. Elicit the answers [see **Key to Student's Worksheet**]. Ask for other examples of venues, e.g. venues for a football match [a stadium or football ground]; venues for a trade fair [an exhibition centre, trade fair centre, exhibition centre]; ask what public venues they know that can be hired for events (e.g. halls or hotel rooms in their home town). Draw attention to the spelling of *accommodation*: double c and double m, but very often spelt wrongly by native English speakers.
5. Ask which word in the bullet points means 'a piece of paper advertising something' [leaflet]. Ask them to read the leaflet and then complete the notes (questions 4-10).
6. Check the answers [see **Key to Student's Worksheet**], then ask these questions about how they did this task:
Did you use words from the leaflet, or different words, to answer the questions? [words from the leaflet]
Were the words in the questions always the same as those in the leaflet? [No, they are often different – e.g. 'booking' in question 10, and 'reserve a place' in the text.]
7. Ask students what information they would want if they were thinking of applying for a job [e.g. employer's name, where the job is based, what qualifications and experience are required, the salary].



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