

# USE IT OR LOSE IT!

Radka Malá





Pearson



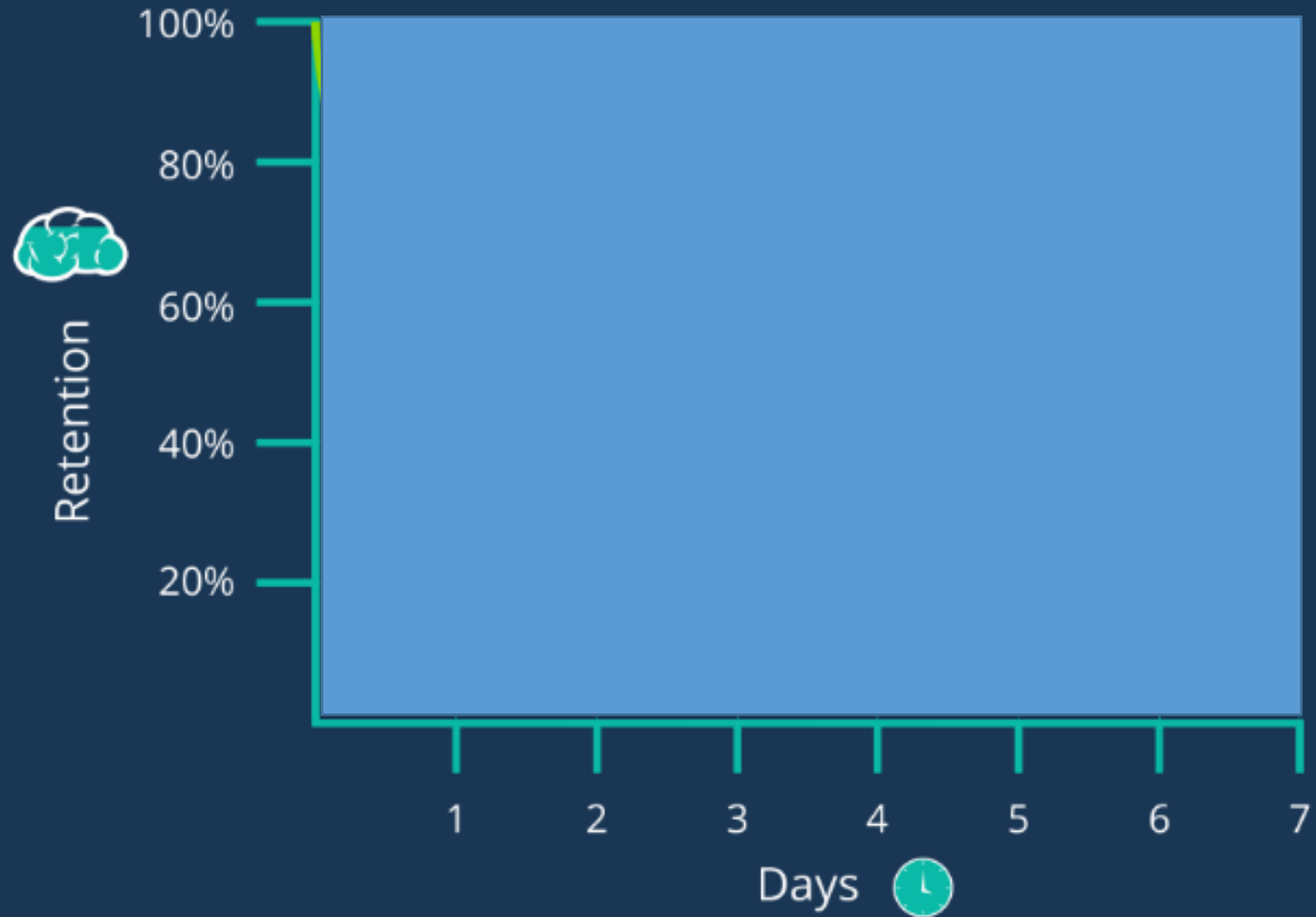
A photograph of a wooden sauna interior. The walls and benches are made of light-colored wood. A wooden bench is visible in the foreground. In the background, there is a wooden bucket with a wooden ladle inside it. The text is overlaid on the right side of the image.

Kiitos – Thanks  
Terve – Hello  
Oikeaan – Right  
Yksi – One  
Minä olen – I am



Pearson

# THE FORGETTING CURVE



<http://www.growthengineering.co.uk>

# Why is it SO difficult?

1. no context
2. passive learning
3. students don't think  
in the language





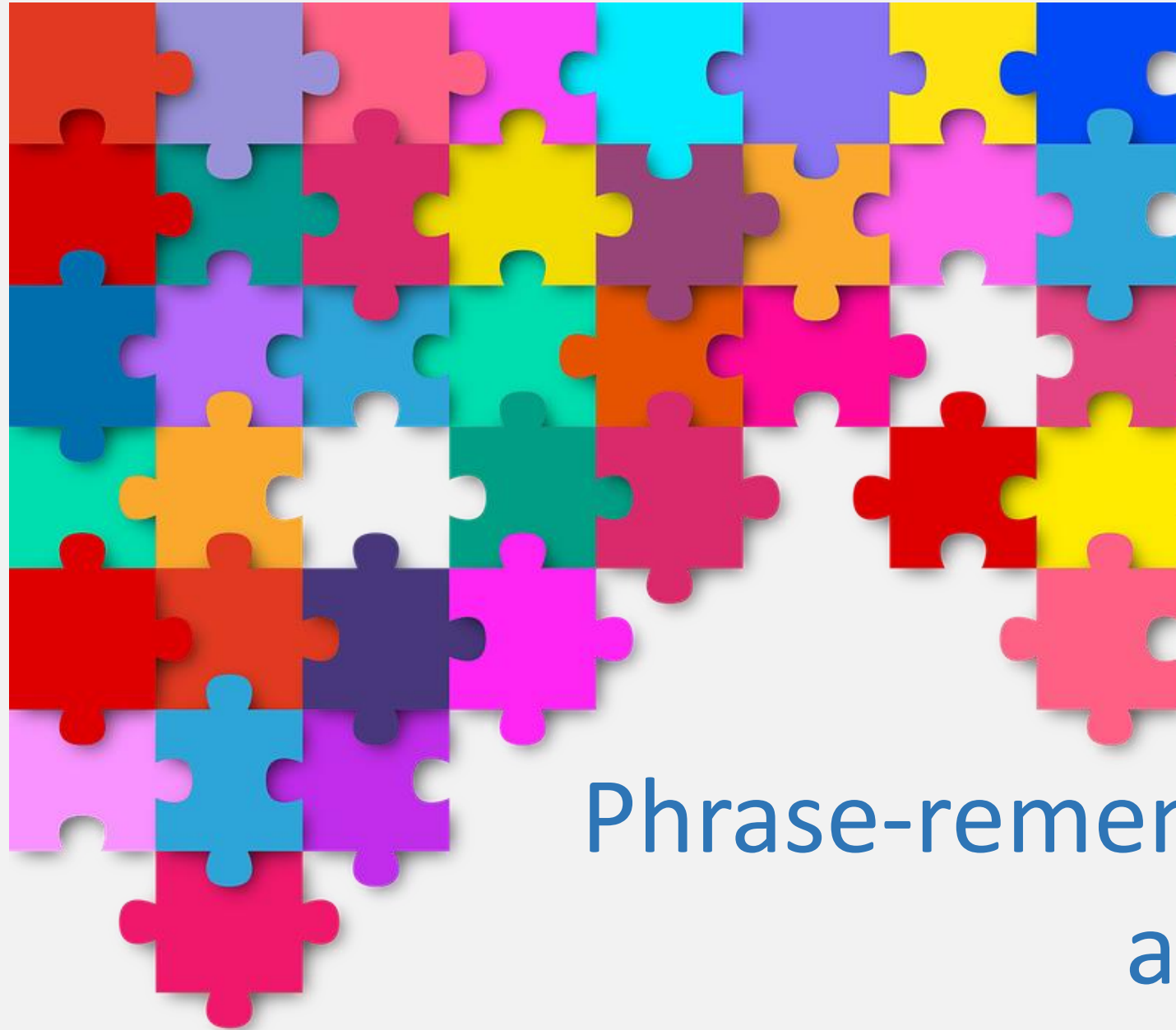


Phrases

+



Fun



# Phrase-remembering activities



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5 – 10 min

24 h

2 days

1 week

1 month

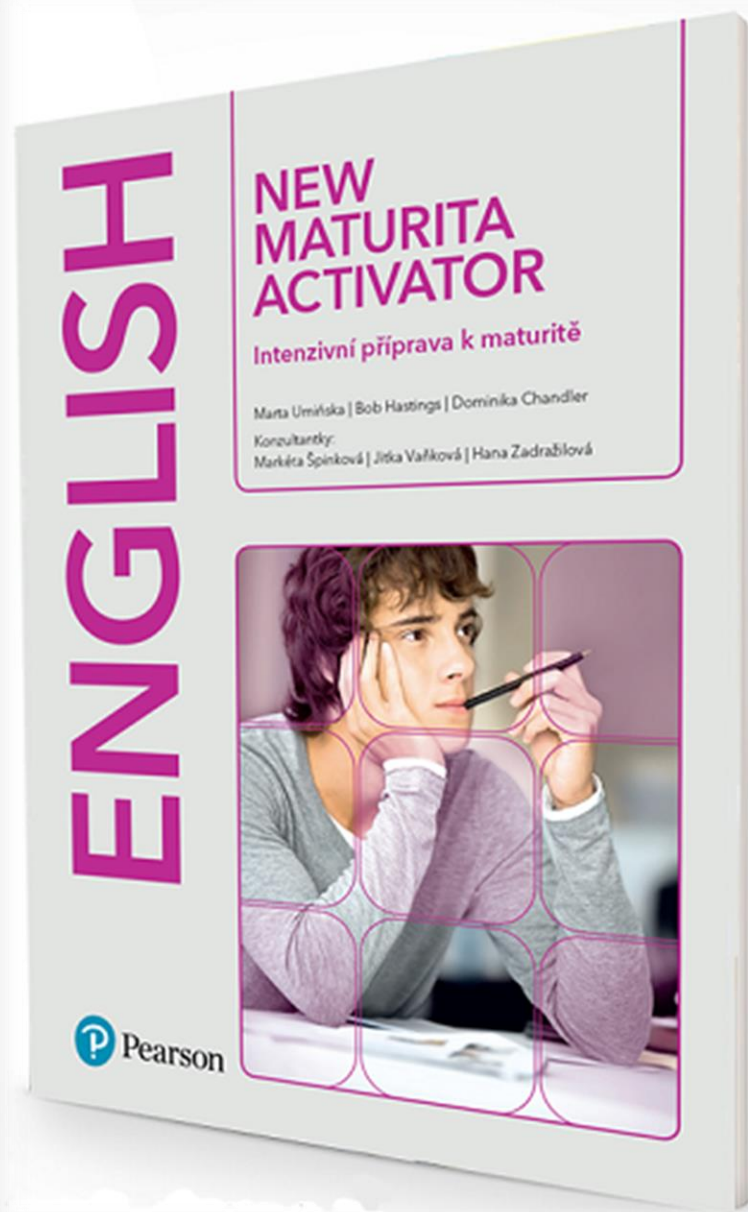
6 months



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- Multiple exposure in class
- Quick revision at the end
- Warm-up revision next lesson



# Sorting Activities



categorising



desert island



fridge/dustbin/suitcase

# Sorting Activities

**FORMÁLNÍ DOPIS: ŽÁDOST O INFORMACE (LETTER OF ENQUIRY)**

**ÚVODNÍ VÍTAJÍ**

**ZAČÁTEK ŽÁDOSTI**

- Dear Sir or Madam,
- Dear Ms/Mr Smith,

**ÚVOD**

- I am writing in connection with .../to ask/enquire about ...
- I have read/seen your advertisement in ... and would like to ...

**VYJÁDRĚNÍ ZÁJMU**

- I am interested in .../I have been looking for ...
- I am planning to ... and that is why I found this advertisement/offer/very interesting/important

**VYJÁDRĚNÍ POCHYBNOSTI**

- I have read the advert/about your services and/but I am not sure if ...
- I cannot understand if ...
- It is not clear to me if ...

**ZAJÍMLIVÉ PODROBNOSTI**

- I would like to know more details about ...
- I would like to ask for further information about/ concerning ...
- I am not sure about one thing/problem, namely ...

**ŽÁDOST O INFORMACE**

- I would be (very) grateful if you could ...
- I wonder if you could ...
- I would like to ask if/when/where/why ...

**POZNÁMKY NA ZÁVĚR**

- I look forward to your answer/to hearing from you ...

**ZÁKONČENÍ**

- jestliže dopis začíná Dear Sir or Madam: Yours faithfully,
- jestliže dopis začíná Dear Ms/Mr Smith: Yours sincerely,

**maturita exam**

Hledáte kvalitní kurz angličtiny na velmi pokročilé úrovni. V místních novinách vás zaujme inzerát, který takový kurz nabízí v létě v Cambridgeu. Napíšete do redakce dopis, ve kterém:

- se krátce představíte a vysvětlíte, proč vás inzerát zaujal,
- uvedete informaci z inzerátu, která vám není úplně jasná, a požádáte o její upřesnění,
- se zeptáte na jednu záležitost spojenou s organizací kurzu a vysvětlíte, proč je pro vás tato informace důležitá,
- zkusíte, jakým způsobem lze platit, a zeptáte se, jaké další formalities je třeba splnit, chcete-li se do kurzu přihlásit.

**PÍSENNÁ PRÁCE - Dlouhý text**

**Kontrolní seznam s kontrolními otázkami:**

V textu odpovědi zpravidla udělejte, jak je v č. 1. nápisu dopisu.

Někdy v textu udělejte i ty a zachovejte odpovídající formální styl.

Dopis zakončete odpovídajícími slovy a slovesy.

**Dear Sir or Madam,**

I am writing in connection with an advertisement for your Proficiency course in English. I am an eighteen-year-old student from the Czech Republic. For some time I have been looking for a course in English at a higher level, and that is why I found your course very interesting.

However, I am not sure if the course is for Czech students only or for other Europeans, too. I would like to ask for more details on this matter. I would also be very grateful if you could inform me if there is a choice of meals at the cafeteria. I am allergic to some foods. Finally, I would like to ask if I can pay for the course with a credit card and what kind of documents I need to be enrolled.

I look forward to your answer.

Yours faithfully,

Radek Novák

**Který obsah v textu odpovídá otázce?**

A • Dear Peter,

B • I'm writing to tell you ...

C • Write soon.

D • Bye for now.

E • I am writing in connection with ...

odd one out



# Matching Activities

*I am writing in*      *'about your services and,*

*I have read*      *one thing/problem, namely ...*

*I would like to know*      *more details about ...*

*I am still not sure about*      *connection with ...*

## match halves of sentences

**3** Put the words in the correct order to make questions. Add questions about the four things you listed in Exercise 2.

- 1 bathroom / a / in / is / shower / the / there / ?  
*Is there a shower in the bathroom?*
- 2 post office / far / how / is / it / nearest / the / to ?  
\_\_\_\_\_
- 3 there / sports / are / facilities / in / any / area / the ?  
\_\_\_\_\_
- 4 house / the / been / redecorated / recently / has ?  
\_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_

put words into  
correct order



# Context Activities

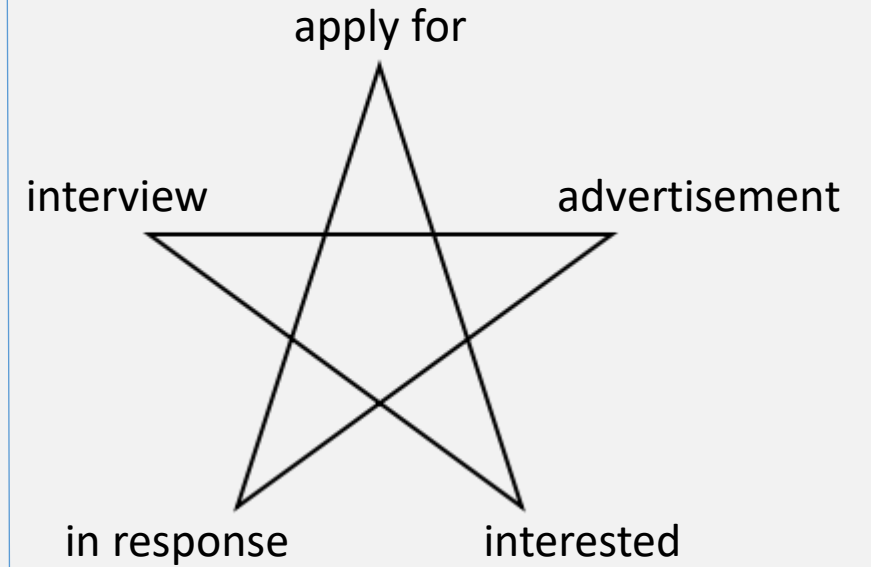
**2 Match the adjectives to the nouns that they describe.**

- |               |   |           |
|---------------|---|-----------|
| 1 friendly    | ■ | a holiday |
| 2 sunny       | ■ | b room    |
| 3 delicious   | ■ | c views   |
| 4 enjoyable   | ■ | d people  |
| 5 spectacular | ■ | e food    |
| 6 comfortable | ■ | f weather |

storytelling



rotate the pen



sentence star

# Dictation

- 2** Read the letter below. In your opinion, does the letter include all the information required in the exam task?

Dear Sir or Madam,

I am writing to [redacted] for the job of an instructor at your summer camp. Last summer I [redacted] as an instructor in Poland and the children liked me. I can do many sports. I speak English quite well, I [redacted]. I will be able to communicate with the children at your camp. I look [redacted] to hearing from you.

Yours faithfully,

Martin Holý

mouthed

jumbled

running

cough



# Memory Games

## ZAČÁTEK ŽÁDOSTI

- ## Úvod

- ## VYJÁDŘENÍ ZÁJMU

- ## memory challenge



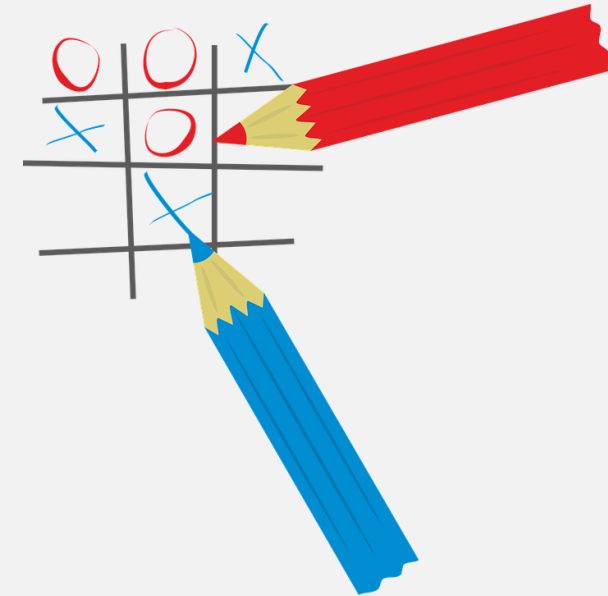
- | Positive 😊      | Negative ☹️    |
|-----------------|----------------|
| 1 W__ D _R__ L! | 1 DR__ F _L!   |
| 2 L _ V __Y!    | 2 AW__ L!      |
| 3 BR__ _ I _T!  | 3 H _P__ _ _S! |
| 4 EX__ _ L _T!  | 4 HO__ _ B _E! |
| 5 _____         | 5 _____        |
| 6 _____         | 6 _____        |
| 7 _____         | 7 _____        |

begins with – ends with

# Short Games



jeopardy



tic tac toe



1. sorting activities
2. matching activities
3. context activities
4. dictation
5. memory games
6. short games





# Writing activities



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- motivation
- challenge
- follow-up

THINK  
BIG! start  
small



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# Spontaneous Writing Activities



instant writing



writing storms



# Writing Storms



The worst thing to happen to me today

The best thing to happen to me today

Something funny that  
happened to me last week

What I really hate

# Picture/Video-Based Activities

A



B



C



D



E



F



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postcards from holiday

# Picture/Video-Based Activities



TV prompt



# Picture/Video-Based Activities



the best job in the world

# Picture/Video-Based Activities

**4 WORK**

*"I like work: it fascinates me. I can sit and look at it for hours."*  
THOMAS EDISON  
(BETTER MEMOIR WRITER, 1859-1931)

**1. Complete the sentences by adding the suffixes from the box to the words in bold to make names of jobs. Which of the jobs are shown in the pictures?**

**Box:** -ant -er -ian -ist -man/-woman -or

- A person who is responsible for the accounts of a company is an **accountant**.
- A person who directs films is a **director**.
- A person who repairs electrical devices/things is an **electrician**.
- A person who works in a library is a **librarian**.
- A person who plays music is a **violinist**.
- A person who works in politics is a **politician**.
- A person who programs computers is a **computer programmer**.
- A person who delivers the post is a **postman/postwoman**.
- A person who has studied psychology is a **psychologist**.
- A person who takes photographs is a **cameraman/camerawoman**.
- A person who works in the field of science is a **scientist**.

**2. Match the people to what they do.**

|                       |  |
|-----------------------|--|
| 1. A journalist       | a. will operate on you if you are ill. |
| 2. A chef             | b. designs clothes.                    |
| 3. A miner            | c. builds roads, bridges or machines.  |
| 4. A farmer           | d. writes for a newspaper.             |
| 5. An engineer        | e. cooks in a restaurant.              |
| 6. A fashion designer | f. works underground.                  |
| 7. A surgeon          | g. grows food for us all.              |

**3. Match the words to make names of jobs.**

|             |                   |
|-------------|-------------------|
| 1. police   | a. attendant      |
| 2. shop     | b. representative |
| 3. flight   | c. guard          |
| 4. driving  | d. officer        |
| 5. sales    | e. driver         |
| 6. security | f. instructor     |
| 7. taxi     | g. assistant      |

**JOBS**

**1. Complete the sentences by adding the suffixes from the box to the words in bold to make names of jobs. Which of the jobs are shown in the pictures?**

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| 5. sales    | e. driver         |
| 6. security | f. instructor     |
| 7. taxi     | g. assistant      |



# Picture/Video-Based Activities

## 5 Put the words in order to make a sentence.

e-Guardian / apply for/ the position of / like / would /  
I / in / on / to / waiter / May 28th / advertised

es the  
I in the

**WRITING EXAM PRACTICE**

**Part 1**

Jste na letních prázdninách v Anglii a snažíte se najít práci. Zaujme vás pracovní nabídka inzerovaná v novinách a rozhodnete se na ni reagovat. Napíšte motivující dopis v rozsahu 120–150 slov, ve kterém:

- upřesníte, o jakou nabídku práce máte zájem a jak jste se o ni dozvěděli,
- popíšete svoji zkušenost s podobnou prací a napíšete, jaký dojem ve vás zanechala,
- uvedete alespoň dva důvody, proč jste vhodným kandidátem pro tuto práci,
- popíšete svou znalost anglicky a schopnost dorozumět se anglicky.

**maturita workout**

1 Read the task above. Circle eight pieces of information (two points for each instruction) that you need to include in the letter.

2 Read the letter below. In your opinion, does the writer include all the information required in the exam task?

Dear Sir or Madam,

I am writing to apply for the job of an instructor at your summer camp. Last summer I worked as an instructor in Poland and the children liked me. I can do many sports. I speak English quite well. I think I will be able to communicate with the children at your camp. I look forward to hearing from you.

Yours faithfully,  
Martin Holý

3 Read the following exam instruction and circle three sentences that contain the required information.

• „popíšte svou (...) schopnost dorozumět se anglicky“

1 I have no problems speaking English.  
2 I have used English a lot when travelling and I can communicate with people of different nationalities.  
3 I often show foreign visitors around my town.  
4 I think I will be able to communicate with the children at your camp.  
5 When I went on a school exchange to Britain two years ago, I had to speak English all the time.

4 Match the occupations (1–6) with the corresponding skills (a–f).

1 au pair  
2 instructor at summer camp  
3 fruit picker  
4 receptionist  
5 shop assistant in a supermarket  
6 cleaner

a I can work long hours and shifts.  
b I am hard-working and very tidy.  
c As well as playing tennis and football, I am a swimmer.  
d I am strong, fit and I enjoy working outdoors.  
e I am very good at communicating with children.  
f I can speak English, Spanish and Russian.

Put the words in order to make a sentence.  
e-Guardian / apply for/ the position of / like / would /  
I / in / on / to / waiter / May 28th / advertised

**maturita exam**

6 Přetáhně si znovu maturitní zadání (Part 1) a napište daný dopis.

**Part 2**

Jste na pracovních prázdninách v zahraničí. Napíšte kamarádovi/kamarádce pohled v rozsahu 60–70 slov, ve kterém:

- napíšete, kde jste,
- popíšete, jakou práci děláte,
- popíšete, co se vám na dané práci líbí.

**maturita exam**

1 Přetáhně si výše uvedené maturitní zadání (Part 2) a napište daný pohled.

95

Dear Sir or Madam,

I am writing to [ ] for the job of an instructor at your summer camp. Last summer I [ ] as an instructor in Poland and the children liked me. I can do many sports. I speak English quite well, I [ ]. I will be able to communicate with the children at your camp. I look [ ] to hearing from you.

Yours faithfully,

Martin Holý

the best job in the world

# Picture/Video-Based Activities

## UŽITEČNÉ VÝRAZY

### ZAČÁTEK DOPISU

- Dear Sir or Madam,
- Dear Ms/Mr Smith,

### ÚVOD

- I am writing in response to/in reply to/with regard to ...
- I am writing in connection with ...

### VYJÁDRĚNÍ ZÁJMU O NABÍDKU

- I would like to express my interest in ...
- I found the (advertised) post/position/job offer extremely interesting because ...
- The (advertised) post/position/job fits my expectations of a perfect job/career for a young person/student.

#### FORMÁLNÍ DOPIS: ŽÁDOST O MÍSTO (LETTER OF APPLICATION)

##### UŽITEČNÉ VÝRAZY

###### ZAČÁTEK DOPISU

Dear Sir or Madam,  
Dear Ms/Mr Smith,

###### ÚVOD

I am writing in response to/in reply to/with regard to ...  
I am writing in connection with ...

###### VYJÁDRĚNÍ ZÁJMU O NABÍDKU

I would like to express my interest in ...  
I found the (advertised) post/position/job offer extremely interesting because ...  
The (advertised) post/position/job fits my expectations of a perfect job/career for a young person/student.

###### DŮVODY, ČIM VÁS NABÍDKA ZAJÍMALA

I would like to apply for this job because ...  
My reason for applying for this job is that ... (I am very hard-working/I like working with children)  
I have always been interested in .../enthusiastic about ...

###### VÁŠE KVALIFIKACE A OSOBNÍ ZKUŠENOSTI

As far as my experience/As far as my qualifications are concerned, ...  
My professional experience includes ...  
I worked for ... as ...

###### POZVÁNÍ NA SCHŮZKU

I would be happy to come to attend an interview at your earliest convenience/at any time that is convenient to you.  
I enclose my CV/references from my previous employers.  
I look forward to hearing from you.

###### ZAKOŇČENÍ

I look forward to hearing from you.  
Yours faithfully,  
Yours sincerely,

###### NEUTURITELSKOST

Byl jsem už rok v Londýně. Až dosud jste pro mě jako recepční v hotelu, ale teď právě už číníte. Chtěl jsem objevit inzerát nabízející práci v hotelu. Napíšu dopis, ve kterém popíšu, jak jsem inzerát našel, a vysvětlím, proč jsem se rozhodl aplikovat.

• stručně popíšu svoji dosavadní práci a práci, kterou bych mohl vykonávat v uvedené práci  
• popíšu své své vlastnosti, které z vás dělají vhodného uchazeče, a stručně vysvětlím, proč bych měl být přijat

• vysvětlím, proč bych chtěl dostat práci a jak bych mohl být užitečný  
• popíšu své kvalifikace a zkušenosti z předchozího zaměstnání a výše uvedené referenze.

###### KOLIKOVNÍ ADRESA O OFERU

I am writing in response to your job offer concerning the post of a hotel receptionist which I found in the latest issue of Home News.

I believe this position fits my expectations of a perfect job.

As far as my qualifications are concerned, I have been working for about a year as a senior receptionist at the Eagle Hotel in Charing Cross Road, where I have gained a lot of valuable professional experience. In addition to this, I consider myself hard-working and career-oriented. I know very well from my experience that the post of a hotel receptionist requires both of these features.

I am ready to attend an interview at your earliest convenience. I am enclosing the names of two referees from the Eagle Hotel, whom you can contact for further information.

I look forward to hearing from you.

Yours faithfully,

Lenka Malá

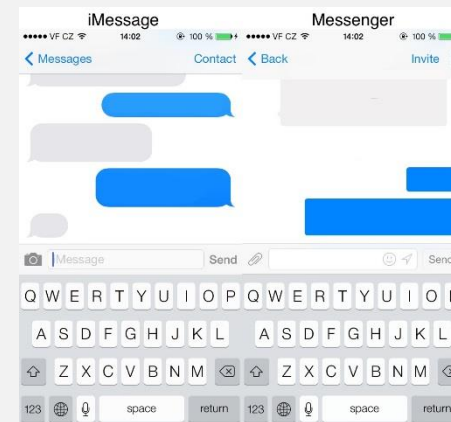
the best job in the world



# Collaborative Writing Activities



Freeze!



fcb messages

A photograph of a wooden sauna interior. The walls and benches are made of light-colored wood. A wooden bench is visible in the foreground, and a wooden bucket with a ladle is in the bottom right corner. A white text box is overlaid on the right side of the image.

Kiitos – Thanks  
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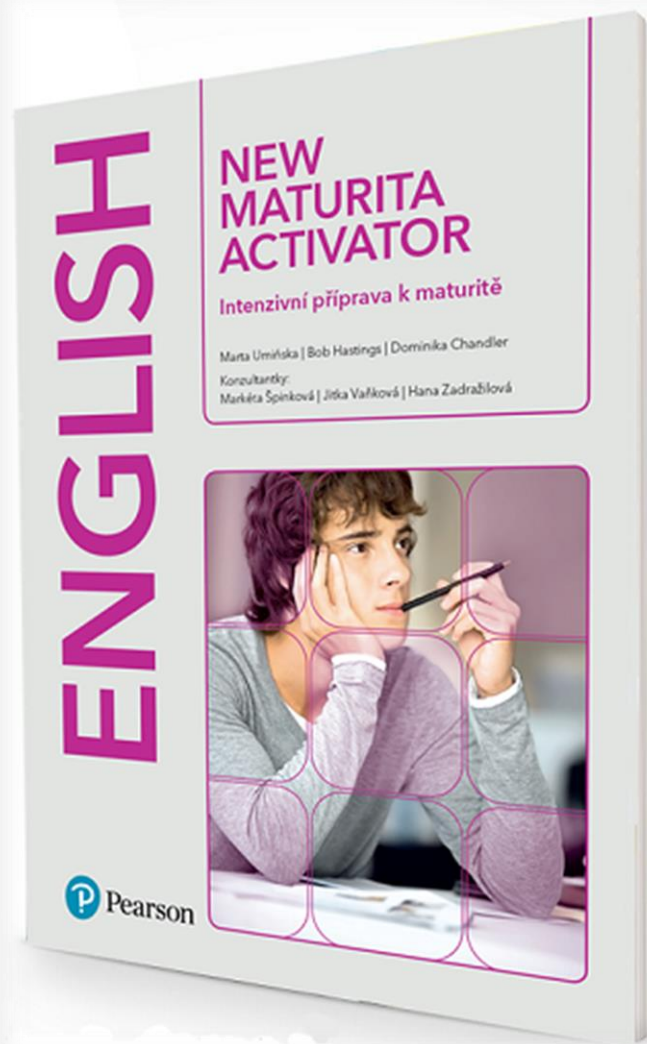


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# To sum up...

1. create context
2. multiple techniques
3. owning the lesson
4. active use
5. HAVE FUN!





[metodik@venturesbooks.com](mailto:metodik@venturesbooks.com)

New Maturita Activator  
Harmer, Jeremy: Essential Teacher Knowledge

[www.teachingenglish.org.uk](http://www.teachingenglish.org.uk)