

Teaching Adults to Write to Communicate: Literacy Activity Cheat Sheet

Activity	What do learners do?	Which progressions does it focus on?	Where do I find it?	Can I use it? Rate: ✓ ? X
Using a shared approach to writing	Work together with the tutor to brainstorm, outline, and draft a piece of writing for a purpose.	Purpose and audience, spelling, vocabulary, language and text features, planning and composing, revising and editing.	P. 28	
Sharing quality work	Use a guide to evaluate a text in order to identify features of good writing	Purpose and audience, spelling, vocabulary, language and text features, planning and composing, revising and editing.	P. 30	
Using writing frames	Use an outline with prompts to write a text	Purpose and audience, spelling, vocabulary, language and text features, planning and composing, revising and editing.	P. 31	
Organising and linking ideas	Use a list of connecting and linking words to link sentences and paragraphs in a text	Spelling, vocabulary, language and text features, planning and composing	P. 32	
Using templates and acronyms	Use a template or acronym with prompts for a piece of writing like an explanation, argument, description or discussion	Vocabulary, language and text features, planning and composing	P. 33	
Shared paragraph writing	Work in groups to write paragraphs using prompts	Language and text features, planning and composing	P. 35	
Word maps	Brainstorm and mind map other words that relate to a single focus word to extend vocabulary	Vocabulary, planning and composing	P. 36	
Clustering	Group words into meaningful clusters	Vocabulary, planning and composing	P. 38	

Structured overviews	Organise words into a hierarchy (e.g. like an chart describing all the roles in an organisation)	Vocabulary, language and text features, Planning and composing	P. 40	
Clines	Arrange words into a sequence that shows shades of meaning (e.g. like words expressing temperature)	Vocabulary,	P. 42	
Concept circles	Explain concepts and relationships that link related words	Vocabulary, Planning and composing	P. 43	
Pair definitions	Write a definition and someone else has to guess the original word	Vocabulary,	P. 44	
Brainstorming	Activate prior knowledge about a topic before writing	Vocabulary, Planning and composing	P. 46	
Suggestions for teaching the writing process	A selection of activity ideas for teaching writing across the steps and progressions in the Write to Communicate strand	Planning and composing, revising and editing	P. 47	
Suggestions for teaching spelling	A selection of activity ideas for spelling across steps 1 to 5	Vocabulary, Spelling	P. 48	