

## UNIT 2 LEARNING AND TEACHING MODERN FOREIGN LANGUAGE SKILLS

### 2.6.1 Types of writing and procedures

When teaching writing it is essential to provide students texts as a basic format for practice with meaningful activities. Writing tasks have to be realistic and practice has to refer to specific purposes and needs of the learners:

- They have to be exposed to the written form of the language and to appropriate varieties;
- They have to be shown how writing works as a system of communication
- They have to be given realistic writing tasks;
- They have to be supported in their writing tasks (pair and group work)
- Their efforts need to be viewed sympathetically.

A useful-classification of the different types of writing is provided by Tricia Hedge (2005). According to the author writing can be classified into 6 categories (Fig.1)

PERSONAL WRITING	PUBLIC WRITING	CREATIVE WRITING	
Diaries Journals Shopping lists Reminders for oneself Packing lists recipes	Letters of - Enquiry - Complaint - Request Form filling Applications (for membership)	Poems Stories Rhymes Drama Songs Autobiography	
SOCIAL WRITING	STUDY WRITING	INSTITUTIONAL WRITING	
Letters Invitations Notes - Of condolence - Of thanks - Of congratulation s Emails Telephone messages Instructions - To friends - To family	Making notes while reading Taking notes from lectures Making a card index Summaries Synopses Reviews Reports of - Experiments - Workshops - Visits Essays Bibliographies	Agendas Minutes Memoranda Reports Reviews Contracts Business letters Public notices Advertisements emails	Posters Instructions Speeches Applications Curriculum vitae Specifications Note-taking (doctors and other professionals)

This should help teachers to set the objectives for writing: what kind of text do students need to write? What is essential for the subject I teach?