



How to
**Develop
Reading &
Writing Skills**

**Professional
Development
for
English Teachers**

Gail Tiessen

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for
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Published by:

Joy Two Publications
80 Parkview Crescent
Steinbach, MB R5G 2G5 Canada

Telephone: (204) 326-5172

E-mail: joytwopublications@gmail.com

Website: www.joytwopublications.com

Graphic Design, Typesetting and Layout:

Joy Two Publications, 80 Parkview Crescent, Steinbach, MB R5G 2G5

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ISBN 978-1-928047-31-5

Welcome to *How to Develop Reading & Writing Skills*, a professional development course for teachers of English to speakers of other languages.

The purpose of this course is twofold:

- 1) To develop an understanding of the social role which written language fulfills and some of the skills involved in becoming competent readers and writers
- 2) To develop the pedagogical skill of assisting learners develop these skills by offering guidance and practical ideas for teaching and assessing reading and writing

The course has twelve sessions: combinations of tasks are used in each session: readings, interactions with units from *Developing Reading & Writing Skills**; discussions and learning reflections.

**Developing Reading & Writing Skills* is a text-based, task-based, content-based curriculum. A communicative view of language provides the basis for this curriculum but in the context of an authentic text, the *Acts of the Apostles*, and with an emphasis on communicative ability.

Description: Focus on the process of developing the social role these skills have in the classroom.

Text: Tiessen, Gail, *How to Develop Reading & Writing Skills*, Joy Two Publications, 2017

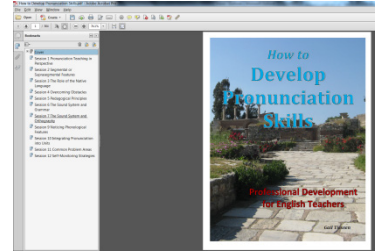
Procedure: Weekly readings, discussions and learner reflections through email (gail.tiessen@gmail.com)

Outline & Schedule

	Date	Topic	Readings	Assignment
Pre-session		Registration Introduction to course		
Session 1 <i>pg. 1</i>		- He Was Taken Up - You Heard Me Speak - Take a Breath	<i>Communicative Competence</i> Unit 1: He Was Taken Up	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #1 <i>Due: Saturday</i>
Session 2 <i>pg. 47</i>		- When Pentecost Came - A Blowing Wind - Feel the Beat	<i>Reading Comprehension</i> Unit 2: When Pentecost Came	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #2 <i>Due: Saturday</i>
Session 3 <i>pg. 97</i>		- Opposition Arose - Blocked Air - Authority & Authorization	<i>Reading Strategies</i> Unit 3: Opposition Arose	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #3 <i>Due: Saturday</i>
Session 4 <i>pg. 139</i>		- A Great Persecution Broke Out - Price or Prize - Persecution & Expansion	<i>Teaching Reading</i> Unit 4: A Great Persecution Broke Out	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #4 <i>Due: Saturday</i>
Session 5 <i>pg. 175</i>		- At Caesarea - Long, Longer, Longest - The Quiet Ones	<i>Reading Tasks</i> Unit 5: At Caesarea	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #5 <i>Due: Saturday</i>
Session 6 <i>pg. 219</i>		- In the Church at Antioch - Prophets, Teachers & Changes - I Want You to Know	<i>Assessing Reading</i> Unit 6: In the Church at Antioch	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #6 <i>Due: Saturday</i>
Session 7 <i>pg. 257</i>		- Go Up to Jerusalem - Luke, Paul, & Barnabas - I Thought	<i>Integrating Reading & Writing</i> Unit 7: Go Up to Jerusalem	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #7 <i>Due: Saturday</i>
Session 8 <i>pg. 299</i>		- Come Over to Macedonia - Traveling & Preaching - What Must I Do	<i>Writing Competence</i> Unit 8: Come Over to Macedonia	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #8 <i>Due: Saturday</i>
Session 9 <i>pg. 339</i>		- In Athens - Greeks in Athens & Corinth - His Offering	<i>Writing Process</i> Unit 9: In Athens	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #9 <i>Due: Saturday</i>
Session 10 <i>pg. 385</i>		- At Ephesus - What Did you Receive - This or That	<i>Writing Tasks</i> Unit 10: At Ephesus	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #10 <i>Due: Saturday</i>
Session 11 <i>pg. 435</i>		- In Court - Well Acquainted with the Way - Help Us!	<i>Treatment of Error</i> Unit 11: In Court	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #11 <i>Due: Saturday</i>
Session 12 <i>pg. 483</i>		- Sail for Italy - Shipwrecked - Last Scenes	<i>Assessing Writing</i> Unit 12: Sail for Italy	Discussion <i>Due: Between Wed. & Sat.</i> Learner Reflection #12 <i>Due: Saturday</i>

Navigating the PDF Document:

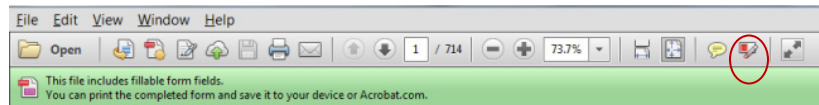
- Ensure that Acrobat Reader 10 or higher is on your computer. Go to: <https://get.adobe.com/reader/> and click on **Install**.
- Open the file titled **How to Develop Reading & Writing Skills**. This opens to the **Cover Page** along with a left panel of bookmarks.
- Place your cursor on the **Bookmark panel** (on the left side of the screen) and **click Session 1 Task Outline**, to go to the **Session 1 Task Outline** page.
- Place the cursor on the plus sign (+) and **click** which will drop down a list of additional bookmarks.
- Once on the **Session 1 Task Outline Page**, a list of the tasks for the session is visible; **click** any one of the tasks and you will immediately go to that task.
- When on the specific task, **click** on the **Page Header** and you will return to the **Session Task Outline Page**.
- On the **Content/Syllabus Page** e.g. **click** on any Session e.g. Session 1 to take you that specific page.
- This navigation system continues throughout the entire curriculum.
- Whenever your cursor changes to a 'pointing finger' there is a link to another page in the file. The whole curriculum is linked for quick reference from one session to another and to the differing pages in the curriculum.



Filling in the Form Fields:

The entire curriculum has interactive fields within each Session. These are highlighted in a light blue colour. Begin typing in any field and the colour disappears but your input remains. **To erase an error use: ctrl + z**

Highlighting: Click on *The Highlighting tool* in the task bar. **ctrl + e** allows changes in colours and opacity (40%)



Note: when you type in your name on the **Session 1: Task Outline** page – it automatically enters into all the *name fields* in the whole curriculum, the *date field* format: ddmmmyyyy, e.g. 21Aug2017

Copying Pages from the Document:

The **Snapshot tool** copies an area as an image that you can paste into other applications.

1. Choose Edit > Take a Snapshot.
2. Drag a rectangle around the area you want to copy, and then release the mouse button.
3. Press the **Esc key** to **exit Snapshot mode**.

In another application, choose Edit > Paste to paste the copied image.

Placing the image into a **Word Document**, have the page margins set at 0.5inch (top, bottom, left, right). Once the Snapshot is pasted onto the page, enlarge the image by dragging on the tabs. This is what is to be done with both your **Task Outline** sheet and **Learner Reflection** in order to send them to gail.tiessen@gmail.com for each session.

Printing Using the Adobe Format:

To print a specific page you must use the Adobe page numbers located at the bottom or top of the screen **NOT** the text page numbers.

Problems:

Contact joytwopublications@gmail.com for any technical assistance/comments