

face2face Pre-intermediate Workbook

Reading and Writing Portfolio: UK Adult ESOL Core Curriculum Map (Entry 3)

Reading and Writing Portfolio 1

Staying in touch

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
64	1	Rt/E3.7a	Scan different parts of texts to locate information
64	2	Rt/E3.8a	Read every word to obtain specific information
65	Help with Writing: Informal letters		
	3	Rt/E3.7a	Scan different parts of texts to locate information
	4	Rt/E3.7a	Scan different parts of texts to locate information
	5	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	6	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 2

An email with news

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
66	1	Rt/E3.7a	Scan different parts of texts to locate information
66	2	Rt/E3.8a	Read every word to obtain specific information
67	Help with Writing: Connecting words (1)		
	3	Rt/E3.8a Rt/E3.7a	Read every word to obtain specific information Scan different parts of texts to locate information
	4	Rt/E3.8a Rt/E3.7a	Read every word to obtain specific information Scan different parts of texts to locate information
	5	Rt/E3.4a Rs/E3.2a	Extract the main points and ideas, and predict words from context Recognise the function of certain punctuation to aid understanding

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
	6	Wt/E3.3a Ws/E3.3a Ws/E3.2a	Show sequence through the use of discourse markers and conjunctions Use punctuation to aid clarity in relation to beginnings and ends of sentences Use basic sentence grammar correctly
	7	Wt/E3.1a Wt/E3.1b Wt/E3.2a Wt/E3.3a Ws/E3.1a Ws/E3.2a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Show sequence through the use of discourse markers and conjunctions Write using complex sentences Use basic sentence grammar correctly Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 3

Applying for a job

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
68	1	Rt/E3.7a	Scan different parts of texts to locate information
68	2	Rt/E3.8a	Read every word to obtain specific information
69	3	Rt/E3.7a	Scan different parts of texts to locate information
69	Help with Writing: A curriculum vitae or CV		
	4	Rt/E3.6a Rt/E3.7a	Skim read key textual features (title, heading and illustrations) for different purposes Scan different parts of texts to locate information
	5	Wt/E3.1a Wt/E3.1b Rt/E3.2a Ws/E3.2a Ww/E3.1a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Understand and distinguish the different purposes of texts at this level Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 4

A great film

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
70	1	Rt/E3.8a Rt/E3.4a	Read every word to obtain specific information Extract the main points and ideas, and predict words from context
70	2	Rt/E3.7a	Scan different parts of texts to locate information
70	3	Rt/E3.8a	Read every word to obtain specific information
70	4	Ws/E3.2a	Use basic sentence grammar correctly
71	Help with Writing: Describing a film; verb forms; film vocabulary		
	5	Rt/E3.8a	Read every word to obtain specific information
	6	Rt/E3.7a	Scan different parts of texts to locate information
	7	Rt/E3.4a Ws/E3.2a	Extract the main points and ideas, and predict words from context Use basic sentence grammar correctly
	8	Wt/E3.1a Wt/E3.1b	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process
	9	Wt/E3.1a Wt/E3.2a Ws/E3.1a Ws/E3.2a Ws/E3.3a Ww/E3.1a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Use punctuation to aid clarity in relation to beginnings and ends of sentences Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 5

Which language school?

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
72	1	Rt/E3.8a	Read every word to obtain specific information
72	2	Rt/E3.8a Rt/E3.7a	Read every word to obtain specific information Scan different parts of texts to locate information
73	3	Rt/E3.4a Ws/E3.2a	Extract the main points and ideas, and predict words from context Use basic sentence grammar correctly

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
73	Help with Writing: Formal and informal letters		
	4	Rw/E3.1a Rt/E3.7a	Recognise and understand relevant specialist key words Scan different parts of texts to locate information
	5	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 6

Writing notes

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
74	1	Rt/E3.7a	Scan different parts of texts to locate information
74	2	Rt/E3.8a	Read every word to obtain specific information
74–75	Help with Writing: Notes		
	3	Rt/E3.8a	Read every word to obtain specific information
	4	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	5	Rt/E3.4a	Extract the main points and ideas, and predict words from context
75	Help with Writing: Notes and abbreviations		
	6	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	7	Rt/E3.8a	Read every word to obtain specific information
	8	Ww/E3.1a Rt/E3.2a Wt/E3.4a	Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Understand and distinguish the different purposes of texts at this level Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 7

Writing to complain

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
76	1	Rt/E3.8a	Read every word to obtain specific information
76	2	Rt/E3.7a	Scan different parts of texts to locate information
76	3	Rt/E3.7a	Scan different parts of texts to locate information
77	Help with Writing: Organising a letter of complaint; useful phrases		
	4	Rt/E3.7a Rt/E3.2a	Scan different parts of texts to locate information Understand and distinguish the different purposes of texts at this level
	5	Rt/E3.4a Rt/E3.7a	Extract the main points and ideas, and predict words from context Scan different parts of texts to locate information
	6	Rt/E3.8a Wt/E3.2a Rt/E3.7a	Read every word to obtain specific information Structure main points of writing in short paragraphs Scan different parts of texts to locate information
	7	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 8

A guide to studying abroad

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
78	1	Rt/E3.7a	Scan different parts of texts to locate information
78	2	Rt/E3.8a	Read every word to obtain specific information
79	Help with Writing: Connecting words (2)		
	3	Rt/E3.7a Rt/E3.2a	Scan different parts of texts to locate information Understand and distinguish the different purposes of texts at this level
	4	Rt/E3.4a	Extract the main points and ideas, and predict words from context

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
	5	Rt/E3.4a Ws/E3.2a	Extract the main points and ideas, and predict words from context Use basic sentence grammar correctly
	6	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 9

How are you?

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
80	1	Rt/E3.7a	Scan different parts of texts to locate information
80	2	Rt/E3.8a	Read every word to obtain specific information
80	Help with Writing: Paragraphs		
	3	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	4	Rt/E3.8a Rt/E3.4a	Read every word to obtain specific information Extract the main points and ideas, and predict words from context
81	Help with Writing: Expressing sympathy and giving advice		
	5	Rt/E3.4a Rt/E3.7a	Extract the main points and ideas, and predict words from context Scan different parts of texts to locate information
	6	Rt/E3.4a Ws/E3.2a	Extract the main points and ideas, and predict words from context Use basic sentence grammar correctly

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
	7	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 10

Giving an opinion

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
82	1	Rt/E3.4a	Extract the main points and ideas, and predict words from context
82	2	Rt/E3.4a	Extract the main points and ideas, and predict words from context
82	3	Rt/E3.8a Rt/E3.4a	Read every word to obtain specific information Extract the main points and ideas, and predict words from context
83	Help with Writing: Beginning paragraphs; connecting words (3)		
	4	Rt/E3.7a	Scan different parts of texts to locate information
	5	Rt/E3.7a Rt/E3.4a	Scan different parts of texts to locate information Extract the main points and ideas, and predict words from context
	6	Rt/E3.8a Rt/E3.4a	Read every word to obtain specific information Extract the main points and ideas, and predict words from context
	7	Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 11

Telling a story

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
84	1	Rt/E3.8a Rt/E3.9a	Read every word to obtain specific information Relate an image to print and use it to obtain meaning
84	2	Rt/E3.9a	Read every word to obtain specific information
84–85	Help with Writing: Verb forms in narratives		
	3	Rt/E3.7a	Scan different parts of texts to locate information
	4	Rt/E3.4a Ws/E3.2a	Extract the main points and ideas, and predict words from context Use basic sentence grammar correctly
85	Help with Writing: Getting ideas		
	5	Rt/E3.7a	Scan different parts of texts to locate information
	6	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	7	Rt/E3.4a Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Extract the main points and ideas, and predict words from context Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen

Reading and Writing Portfolio 12

What do you think?

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
86	1	Rt/E3.7a	Scan different parts of texts to locate information
86	2	Rt/E3.8a	Read every word to obtain specific information
87	Help with Writing: Common mistakes		
	3	Rt/E3.4a	Extract the main points and ideas, and predict words from context
	4	Rt/E3.8a	Read every word to obtain specific information

PAGE	EXERCISE/ACTIVITY	SKILL CODE	SKILL
5		Rt/E3.8a Ws/E3.2a Ww/E3.1a	Read every word to obtain specific information Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary
6		Wt/E3.1a Wt/E3.1b Wt/E3.2a Ws/E3.1a Ws/E3.2a Ww/E3.1a Ws/E3.3a Wt/E3.4a	Recognise the process of planning and drafting when writing certain types of text Make notes as part of the planning process Structure main points of writing in short paragraphs Write using complex sentences Use basic sentence grammar correctly Apply knowledge of spelling to a wide range of common words and special-interest vocabulary Use punctuation to aid clarity in relation to beginnings and ends of sentences Proofread to check for content and expression, on paper and on screen