**Unit 1: In-Class Activities, Instructor Guide**

 Please note this guide is to help you keep track of time as students work through the activities. It complements the final worksheets (and PowerPoint) but please have a look at this guide so you know when you should display certain slides.

**\*\* Please note that this is one of the busier in-class writing skills activities and it is important that students complete activities 1 – 3 for the learning goals to be met. Therefore, you are encouraged to stick closely to time. \*\***

**Activity 1, (15 min)**

 You should allow a **total of 15 minutes** for students to complete Activity 1.

**Activity 2 (15 min + 5 min for instructor to show/discuss answers, *total time elapsed =35 min*)**

\* **Students might need guidance as to what format their outline should be in**: **suggest to them that it should look like a contents page in a book, with sub-headings. \***

You should allow **15 minutes** for students to complete Activity 2, before spending a further **five minutes** discussing a suggested solution (PowerPoint slide #3).

**Activity 3 (15 min, *total time elapsed = 50 min*)**

 You should allow **15 minutes** for students to complete Activity 3.

**Activity 4 (remaining time/take-home)**

You should spend any remaining time on this activity. It is likely that students will not have enough time to tackle this, but they can do so at home (**it will only take them five minutes or so, and you should encourage them to do so to see the value of creating and using an outline to improve the quality of their written work**).

**As students leave**

**\*\* Please give them a copy of Page 3 of the document: ‘Unit 1 In-Class Instructor Final with Solutions’. \*\***

**Page 3 shows a suggested solution for the outline they should have produced, and then shows an example of a written response to the prompt they have been answering. Importantly, this also highlights effective topic sentences and transitions, which are included in the writing skills specifically addressed in this unit.**