CHAPTER FIFTEEN

Teachers’ Guide

Recommended Grammar Link:
*Si passivante* and *si impersonale*

Use of passive

Warmer activity
This activity presents some of the symbols used in note taking. It is interesting to note with the students that the symbols may have different meanings in Italian, such as x being ‘per’. This activity should stimulate discussion on styles of note-taking and the different techniques the students currently use.

Attività 1

This activity is a recreating activity. Using the notes provided in the minutes, students should work in groups to try to establish what the notes refer to. This writing activity works well in teams with students working collaboratively.

Attività 2

The first part of this activity is a matching activity in which students have to assign the different parts of the minutes to their various headings. This should be done in groups. Students should then spend time reading the guide to writing minutes, the example sections, and then write the notes they have made in Attività 1 into an appropriate form for minutes.

Attività 3

This activity asks the students to carry out item 6b from the minutes. As with the minutes writing activities, this activity aims at developing the students writing skills in terms of clarity and succinctness. The activity should begin with an individual brain-storm in which the students use their personal experience of using websites to think of some questions that could be answered with yes/no answers. Students could be given time to compare questions before moving to the writing stage. It is useful to have a feedback session when the students have prepared the first draft of their list of questions in which students have to provide the rationale for each of their questions.

Attività 4

This is a writing activity in which students have to justify their choices convincingly in a report that is suitable for an oral presentation.

The example text is not suitable, as it is not punctuated for spoken delivery and is overly wordy.

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When presenting the reports, students should be allowed to use slides or a handout with the 10 questions they have chosen.