

**CONTENTS** *an integral part of your teaching programme* PART 1

**PART 1** EFFICIENT TEACHING OF WRITING SKILLS A WRITING COURSE

**AN EFFICIENT WAY TO TEACH GRAMMAR**

Foreword ..... 7

Chapter 1: Grammar in Foreign Language Teaching ..... 9

1.1 Functions of Grammar and Reasons for Teaching It ..... 9

1.2 Grammar in Different Language Teaching Methods ..... 14

1.2.1 The Grammar-Translation Method (GTM) ..... 14

1.2.2 The Audio-Lingual Method ..... 16

1.2.3 The Total Physical Response (TPR) ..... 17

1.2.4 The Silent Way ..... 19

1.2.5. The Communicative Approach ..... 21

Chapter 2: Grammar Errors ..... 27

2.1 Identifying Errors ..... 27

2.2 Classifying Errors ..... 31

2.3 Causes of Grammar Errors ..... 35

Key to Exercises ..... 39

Literature ..... 44

---

## **PART 2**

### **EFFICIENT TEACHING OF WRITING SKILLS: A WRITING COURSE**

<i>Foreword</i> .....	48
<i>Chapter 1: Studying the Sentence</i> .....	50
1.1 <i>Simplistic Sentences</i> .....	50
1.2 <i>Sentence Cohesion</i> .....	53
1.3 <i>Clarity and Conciseness</i> .....	55
<i>Chapter 2: Studying the Paragraph</i> .....	59
2.1 <i>The Structure of a Paragraph</i> .....	59
2.2 <i>Ways of Developing a Paragraph</i> .....	62
2.3 <i>Unity and Coherence</i> .....	64
<i>Chapter 3: Studying the Essay</i> .....	74
3.1 <i>The Structure of an Essay</i> .....	74
3.2 <i>Analysing Individual Parts of the Essay</i> .....	77
3.3 <i>Unity, Clarity and Coherence</i> .....	81
<i>Chapter 4: Main Types of Texts</i> .....	84
4.1 <i>Expository Texts</i> .....	84
4.2 <i>Narration and Description</i> .....	92
4.3 <i>Argumentative Writing</i> .....	94
<i>Chapter 5: The Process of Writing</i> .....	98
5.1 <i>The Preparatory Stage</i> .....	98
5.2 <i>Writing the First Draft and Editing It</i> .....	105

---

Chapter 6: Writing as an Integral Part of Your Teaching Programme .....	110
6.1 Assigning Manageable Essay Topics .....	110
6.2 Developing Your Students' Writing Skills .....	112
6.3. Assessing and Marking Your Students' Essays .....	114
Key to Exercises .....	118
Literature .....	127

**PART I**

**AN EFFICIENT WAY TO TEACH  
GRAMMAR**

The chief objective of this course is to improve the accuracy of written English "pedagogically" (i.e. to help you do it more effectively) by analyzing and explaining the general construction of many grammatical structures in the first chapter, and to study grammar in the context of authentic reading material in the second chapter. This will help you to understand the logic and meaning of grammatical usage, and will be effective in helping you to learn a language more quickly and accurately.

The second procedure for teaching grammar is to concentrate on the context of each (of course, the objective is to help you do it more effectively) by analyzing and explaining the general construction of many grammatical structures in the first chapter (although English grammar is reviewed at the end and it can often take up by surprise). So, it is quite possible now after finishing the second chapter - which deals with grammar errors - to do this and more confident dealing with errors by your learners and you can also try to reflect on your own errors more effectively.