TOEFL Junior · Writing

Original teaching notes and invented examples; not ETS test items.

Fix, reply, argue, report

Edit $\times 2$	**E-mail**	**Opinion**	**Listen-Write**
2:30 each	7 min	10 min	10 min
fix	*reply*	*argue*	*report*

task times only; the whole test with directions takes about 40 minutes

> Four task types, five questions, about 40 minutes

One key word per task

Task	Key word	What it looks like
Edit	correct	every choice right
E-mail	complete	every question answered clearly and politely
Opinion	**developed**	reasons with real examples
Listen-Write	accurate	all main ideas and details of the talk

Use the evidence

These are our summaries of the handbook's descriptors, not ETS wording.

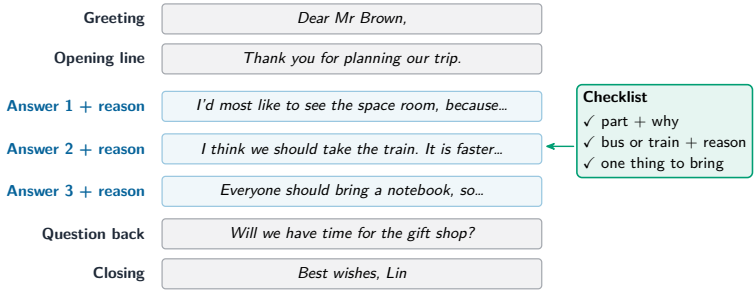
Edit with the routine

1. **The text** Honeybees [lives / live / living / to live] in large groups called colonies.
2. **The job** a present verb for a plural subject, live.
3. **Next box** Each colony [have / are having / has / having] one queen.
4. **The job** each colony is singular, has.

Decision

Two sets, 2 minutes 30 seconds each; the Topic 3 routine works here too.

Five parts and a checklist



> The most common lost point is a missing answer, not a grammar error

Your turn: the better answer

Your turn

Mr Brown asks: “Should we take the bus or the train?” Which answer is complete?

A. Train.

B. I think we should take the train, because it is faster and the station is near the museum.

C. Hey!! Train is gonna be better lol.

D. I hereby request that the class travels by railway.

Say, explain, show

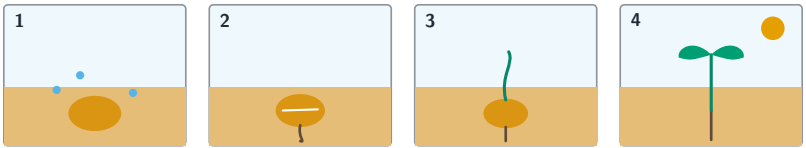
Topic sentence: In my opinion, students should learn to cook at school.

Reason 1	Reason 2
say: First, cooking at school is safer.	**say:** Another reason is that students learn together.
explain: A teacher shows how to use knives and stoves.	**explain:** They share jobs and try new recipes.
show: My cousin burned her hand at home.	**show:** When my class made dumplings, everyone tried.

Closing: For these reasons, I believe cooking lessons belong in every school.

> Two reasons with examples beat four reasons without them

From talk to text



The teacher explained how a bean seed starts to grow. First, the seed takes in water and swells. Then the seed coat splits and a root grows down, so the plant can take in more water. After that, a shoot pushes up. Finally, the leaves open and the plant makes its own food.

One picture, one step in your report

The last-minute check

Every question answered? Every reason with an example?

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-s on singular present verbs; past forms in a past story; no will in an if part.

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A capital letter at the start and a full stop at the end of every sentence.

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Nothing long copied from the e-mail or question.

Four writing traps

The trap	The fix
I like the train, it is fast.	I like the train because it is fast.
I want to visit space room.	the space room; two boxes
very good, very important, very interesting	Give the reason or example instead.
Both school and home are good.	Choose one side; the task asks for your opinion.

Try it: the class garden

1. **The e-mail** Which plants should we grow, and why? Which day can you help? What tools should we buy?
2. **The checklist** plants + why, a day, tools, three answers, each with a reason.
3. **The frame** greeting, opening line, three short answers, a polite closing.

Decision

Seven minutes, and tick every item before you finish.

Check yourself

- Five questions: two Edit sets, E-mail, Opinion, Listen-Write.
- E-mail: make a checklist of every question part first.
- Opinion: about 100–150 words; say, explain, show.
- Listen-Write: report the speaker, add nothing.