

# Contents

<b>The author and series editor</b>				1
<b>Foreword</b>				3
<b>Introduction</b>				5
<b>How to use this book</b>				12
<i>Activity</i>	<i>Program type</i>	<i>Level</i>	<i>Aim</i>	
<b>1 PROGRAM TYPES</b>				15
<b>1.1 'School' programs</b>				16
1 Verb parts	Gap-filling	Elementary	Irregular verbs	18
2 It's all Greek to me	Multiple-choice	Intermediate	Spelling	20
3 Question check	Sequencing	Beginner	Question forms	22
4 Toby or not toby	Matching	Advanced	Literature revision	25
5 Invitations	Total-deletion	Elementary	Invitation exponents	28
<b>1.2 'Office' programs</b>				29
6 Christopher	Word-processing	Elementary	Descriptive writing	32
7 My weird neighbours	Word-processing	Advanced	Descriptive writing	34
8 On the line	Database	Beginner	Alphabet; numbers; 'to be'	37
9 Wanted!	Desktop Publishing/Graphics	Elementary	Oral/written fluency	40
10 EEC Summit	Communications	Intermediate – Advanced	Oral fluency/formal discussions	42
11 Journeys	Spreadsheets	Intermediate	Oral fluency/problem-solving	45
<b>1.3 'Library' programs</b>				47
12 Sports survey	Viewdata	Elementary	Persuasion exponents	48
13 Iffy	Concordancer	Intermediate – Advanced	Conditionals	51

<b>1.4 'Home' programs</b>				52
14 Treasure hunt	Adventures	Intermediate	Oral fluency/problem-solving	53
15 If I ruled the world	Simulations	Intermediate – Advanced	Oral fluency/problem-solving	56
<hr/>				
<b>2 ACTIVITIES</b>				58
<b>2.1 Grammar focus</b>				59
16 Question formation	Gap-filling	Beginner	Question formation	59
17 Would you like some?	Concordancer	Elementary	'Some' v. 'any'	60
18 Test yourselves	Communications	Elementary	Irregular verbs	62
19 Reconstruct the story	Total-deletion	Elementary	Past continuous v. simple tenses	63
20 Presents for all	Adventure	Intermediate	Request exponents	64
21 I am the greatest	Total-deletion	Intermediate	Superlatives	67
22 Maybes	Concordancer	Intermediate	Modal verbs	68
23 Finding passives	Concordancer	Intermediate	Passives	70
24 English connections	Multiple-choice	Intermediate	Linking words	71
<b>2.2 Skills focus</b>				72
25 Recreate	Word-processing	Beginner	Listening for numbers	72
26 Cross class interviews	Word-processing	Mixed	Oral/written fluency	73
27 Deep thought	Simulation	Intermediate	Oral fluency	75
28 Ideal partners	Desktop Publishing/Graphics	Intermediate	Oral/written fluency	76
29 Fast food	Spreadsheet	Intermediate	Oral fluency	77
30 Yes Minister	Spreadsheet	Advanced	Oral fluency	78
31 Reading about London	Adventure	Elementary	Intensive reading on screen	79
32 Censuses	Database	Intermediate	Reading for information/Writing a narrative	80
33 Note-taking	Word-processing	Advanced	Note-taking	82

34	Famous people	Word-processing	Intermediate	Summary writing	83
35	Dialogue reordering	Sequencing	Elementary	Dialogues	85
36	Personal letters	Database	Elementary	Informal letters	86
37	Letters of application	Word-processing	Intermediate	Formal letters	87
38	Self-ish	Word-processing	Elementary	Describing people	89
39	Tourist guide	Word-processing	Elementary	Tourist guides	91
40	Passives and processes	Total-deletion	Intermediate	Describing processes	92
41	Five in one story	Conferencing	Intermediate	Narrative writing	94
42	The American tourist	Word-processing	Intermediate	Narrative/descriptive writing	95
43	Did the butler do it?	Simulation	Intermediate	Report writing	97
<b>2.3 Word focus</b>					98
44	Sound me out	Gap-filling	Any	Phonemes	98
45	Spell it write	Gap-filling	Any	Spelling	100
46	Numbering	Matching	Beginner	Numbers	101
47	Negative prefixes	Matching	Intermediate	Word formation	102
48	Translations	Total-deletion	Advanced	Translation techniques	103
49	Sexist	Word-processing	Intermediate – Advanced	Non-sexist language	104
50	A computer in the hand	Sequencing	Advanced	English proverbs	106
<b>2.4 Learner training focus</b>					107
51	Look what I've learnt	Database	Any	Diary	107
52	Shields	Desktop Publishing/Graphics	Intermediate	Opening up to others	109
53	Personal news	Viewdata	Any	Public information systems	110
54	Book reviews	Viewdata	Elementary – Advanced	Reviewing books	111
55	Homework projects	Word-processing	Any	Homework	113

56	Student worksheets	Word-processing	Any	Materials production	114
57	Find the mistakes	Multiple-choice	Any	Finding mistakes	115
58	Correction strategies	Word-processing	Any	Correction strategies	116

---

**3 SCHEMES OF WORK** 118

**3.1 Databases for beginners**

*Case Study 1 – Getting to know you* 120

59	Where are you from?	Database	Beginner	'I was born'	122
60	Happy birthday to you	Database	Beginner	'Wh-' questions	123
61	I speak your weight	Database	Beginner	Numbers and metric units	123
62	Future careers	Database	Beginner	Asking for/stating information on careers	124
63	Hobbies	Database	Beginner	Like + gerund	124
64	Testing testing	Database	Beginner	Learner training: peer testing	125

**3.2 Exam training for intermediate students**

*Case Study 2 – Testing time* 126

65	Filling in the blanks	Gap-filling	Intermediate	Blank-filling	128
66	Reading comprehension	Multiple-choice	Intermediate	Reading comprehension	129
67	Grading papers	Word-processing	Intermediate	Assessing compositions	130
68	Recorded delivery	Word-processing Communications	Intermediate	Formal and informal letters	130
69	Guide me	Word-processing	Intermediate	Guided writing	131
70	The great paragraph divide	Word-processing	Intermediate	Discursive writing	132
71	Transformers	Gap-filling	Intermediate	Sentence transformations	132
72	Dialogue completion	Word-processing	Intermediate	Dialogue completion	133

<b>3.3 Media work for advanced students</b>					
<i>Case Study 3 – The medium is the message</i>				133	
73	Hold the front page	Desktop Publishing/ Graphics	Advanced	News stories and headlines	135
74	News summary	Total-deletion	Advanced	Narrative summary: present perfect v. past simple	137
75	International news	Viewdata Communications Word-processing	Advanced	Integrated skills activity	137
76	What the critics say	Desktop Publishing/ Word-processing	Advanced	Book and film reviews	138
77	What the editor says	Desktop Publishing/ Word-processing	Advanced	Editorials	138
78	Cartoons	Desktop Publishing/ Graphics	Advanced	Designing cartoons	138
79	Crossword time	Desktop Publishing/ Graphics/ Word-processing	Advanced	Relative clauses	138
80	Attitudes to TV	Desktop Publishing/ Word-processing	Advanced	Carrying out a survey	138
81	A musical interlude	Desktop Publishing	Advanced	Descriptive writing	140
82	Letters to the editor	Word-processing	Advanced	Writing letters to a newspaper	140
83	The women's page	Desktop Publishing/ Word-processing	Advanced	Feature writing	141
84	Financial report	Desktop Publishing/ Spreadsheets	Advanced	Writing financial reports	141
85	Situations wanted	Desktop Publishing/ Graphics/ Word-processing	Advanced	Writing advertisements	141
86	It's a goal!	Desktop Publishing/ Spreadsheets/ Word-processing	Advanced	Producing sports information	142
<b>3.4 Literary criticism for pre-undergraduate students</b>					
<i>Case Study 4 – Creative construction</i>				142	
87	Famous writers	Word-processing Concordancing	Advanced	Several literary criticism lessons	142

---

<b>× Conclusion</b>	145
---------------------	-----

---

### **Appendices**

<b>A</b> – List of activities arranged according to program type	147
<b>B</b> – List of activities arranged according to linguistic level	147
<b>C</b> – List of activities arranged according to: possibility of use with one computer possibility of use in self-access degree of CALL experience needed	148
<b>D</b> – List of CALL contacts	150
<b>E</b> – Buying hardware	155
<b>F</b> – Published software	159

---

<b>Bibliography</b>	164
---------------------	-----

---