

 **Dictation.** A dictation is a listening and writing exercise. The teacher reads a short text and the students write it down. Then the teacher gives them a copy of the text so that they can correct their own writing. The students don't say anything, although when the dictation is finished, they could read it to their partner or – depending on what the dictation is – they could have a discussion on the topic of the text.

Use any meaningful (especially topic-based) paragraph for this activity.

Sample Dictation Activity

T: Listen as I read this text. Just listen; don't write anything yet.

[Read the text with normal speed and pronunciation.]

Ss: *listen*

This is how to do a dictation: Read the text aloud straight through. Then read it again in phrases (including the punctuation marks), giving the students enough time to write it down. Finally, read it straight through again (without pausing between phrases). The students should be able to correct their own writing if the text isn't too difficult for them.

T: Listen as I read the text again. This time I'll read it in phrases so that you can write it down. I'm not going to repeat any of the phrases, but don't worry if you miss a word. I'll read the whole text again before you check your work.

[Read the text with normal speed and pronunciation, but pause between the phrases so that the students have a chance to write it all down.]

Ss: *write down everything the teacher says*

This is how to do a dictation: / Read the text aloud / straight through. / Then read it again in phrases / (including the punctuation marks), / giving the students enough time / to write it down. / Finally, read it straight through again / (without pausing between phrases). / The students should be able / to correct their own writing / if the text isn't too difficult for them.

T: Listen as I read the text again. Correct any mistakes you may have. Be sure to check your spelling!

[Read the text with normal speed and pronunciation. Don't pause between phrases.]

Ss: *correct their mistakes and fill in any missing words*

This is how to do a dictation: Read the text aloud straight through. Then read it again in phrases (including the punctuation marks), giving the students enough time to write it down. Finally, read it straight through again (without pausing between phrases). The students should be able to correct their own writing if the text isn't too difficult for them.

T: Now look at the text. Check your work, especially your spelling and punctuation.

Ss: *correct their work as they compare it to the text*