**SPEAKING OR WRITING STRATEGIES**

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| **At every step, I focus on my task** |

**Step 1** : I should identify the important words in the instructions to understand the task I have to complete :

* I can sum up the instructions in my own words
* In order to understand **the type of production** I have to do : speech, article, letter, creative writing, etc.

**Step 2** : I should find a link with the cultural axis and with the title of the chapter because it will help me…

**Step 3** : …make a list, in English, of useful words, ideas and examples to complete the task (I can find help in my book / copybook / memory)

**Step 4** : I should classify the useful words, ideas and examples using a mind map, a chart, a grid, etc. (Classify means : adding numbers and/or link words and/or arrows between my ideas and examples to prepare a coherent discourse)

**Step 5A**, speaking : I should **rehearse** and time my performance (I can find help in a speaking dictionary, for example <https://howjsay.com/>)

**OR Step 5B**, writing : **before** transforming the mind map, chart or grid into full sentences, I can add synonyms and antonyms, adjectives, notes on which tense I should use : this will help me produce a neat piece of work