

Teaching Productive Skills  
**Speaking and writing**  
(TEFL- Worksheet)

Task 1 - What are the two productive skills?

The two productive skills are:

- i- Speaking
- ii- Writing

Task 2 - Give a brief description of the differences between accuracy and fluency activities:

**Accuracy Activities**

- Accuracy activities are usually part of the study phase.
- Accuracy activities are concentrated on producing correct language.
- These activities are controlled in order to ensure accurate reproduction of language.

**Fluency Activities**

- Fluency activities are usually part of the activate phase.
- Fluency activities are concentrated on allowing the students to experiment and be creative with language.
- Here we are less concerned with accuracy, but more concerned with the effectiveness and flow of the communication.

Task 3 - List 5 different speaking activities, giving an example activity of your own for each:

**i- Drilling**

This is accuracy based activity. The teacher says a phrase or sentence several times and then asks the learners to repeat. Some learners can be called on to repeat individually, and then the class may repeat together. Because it is helpful to give learners quite a lot of repetition practice in beginning level courses, the teacher needs to find ways of varying repetition activities to keep the learners interested. As an example, use the sentence "Where is the train station?"

The teacher can vary the content of the sentence. For example: