

ANGLAIS

Passeport mondial qui propulsera votre futur
diplôme et votre carrière

Terminales
A4(All/Esp), C, D



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Lesson 24- WRITING

WRITING COMPOSITIONS ON TAKING PART AND MANAGING TIME IN COMMUNITY / WORKPLACE / SCHOOL ACTIVITIES

Objective

By the end of this lesson, you should be able to write a clear and well-organized composition about taking part in activities and managing your time at school, at work or in the community.

En français : tu dois savoir rédiger une composition simple et structurée sur ta participation aux activités et ta manière de gérer ton temps.

1. Understand the topic

Before writing, identify the main ideas in the topic:

- What activity do you take part in?
- Where does the activity take place: school, workplace or community?
- What is your role or responsibility?
- How do you organize your time?
- Why is good time management important?

2. Structure of the composition

A good composition should have THREE main parts:

- INTRODUCTION: introduce the activity and the main idea.
- BODY: explain how you participate, your responsibilities and how you manage your time.
- CONCLUSION: summarize the importance or benefits of participation and good time management.

3. Useful expressions for the introduction

- I regularly take part in school/community activities.
- Taking part in activities is important for students and workers.
- Time management is essential in our daily activities.
- In my school/community, I participate in several activities.

4. Useful expressions for the body

- I take part in ...
- I am responsible for ...
- I work together with ...
- I organize my schedule carefully.
- I make a list of my tasks.
- I set my priorities.
- I try to be on time.
- I complete important tasks first.
- I avoid wasting time.
- I always try to meet deadlines.

5. Linking words

Use linking words to connect your ideas:

- First / Firstly = premièrement
- Then / Next = ensuite
- Also / In addition = aussi / de plus
- Because = parce que
- However = cependant
- Therefore = donc / par conséquent
- Finally = enfin
- In conclusion = en conclusion

6. Model composition

Taking Part in School Activities and Managing My Time

Taking part in school activities is important because it helps students learn to work with others and become responsible. I regularly participate in group projects and school activities.

First, I organize my schedule and make a list of the tasks I have to complete. I set my priorities and do the most important tasks first. I also try to attend meetings and classes on time. When I work on a group project, I cooperate with my classmates and complete my responsibilities before the deadline. Good organization helps me avoid wasting time.

In conclusion, participating in school activities teaches me teamwork and responsibility. Good time management also helps me complete my tasks successfully.

7. Simple writing method

READ THE TOPIC → FIND 3–4 IDEAS → MAKE A SHORT PLAN → WRITE INTRODUCTION → DEVELOP IDEAS → CONCLUDE → CHECK YOUR WORK

8. What to check before submitting

- Did I answer the topic?
- Does my composition have an introduction, a body and a conclusion?
- Did I use vocabulary from Lesson 23?
- Did I use linking words?
- Are my sentences clear and grammatically correct?
- Did I check spelling, punctuation and verb forms?

9. Practice exercise

Write a short composition on ONE of the following topics:

- How I take part in school activities and manage my time.
- How good time management can help a worker complete tasks successfully.
- My participation in a community activity and how I organize my responsibilities.

Use the structure: INTRODUCTION → BODY → CONCLUSION.

Remember

**INTRODUCE THE TOPIC • EXPLAIN YOUR PARTICIPATION • DESCRIBE HOW YOU MANAGE TIME •
USE LINKING WORDS • GIVE A CLEAR CONCLUSION**

