

Practical Dictation

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Dictation is a simple teaching technique that can provide much-needed structure and reinforcement for language learners. In addition, it can provide the focus to quiet a restless class or to pull together a distracted one. The dictation-based activities below are easy to prepare and correct and, because they have specific language objectives, are useful when it seems that you will never get through the syllabus and also get in the review and repetition that students need.

A pedagogical justification for dictation is found in *Dictation* by Paul Davis and Mario Rimvolucrí (Cambridge University Press, 1988). The activities in this teacher resource book generally lead to pair and group work. A source of dictoglosses, as well as pedagogical justification for their use, is found in *Grammar Dictation* by Ruth Wajnryb (Oxford University Press, 1990).

Recall and Repeat (Davis and Rimvolucrí)

In this exercise, the students themselves do the dictating.

Preparation:

1. Select a short passage (5-8 sentences) from reading materials which students have studied or will study. There should not be too many unknown words.
2. Make enough copies of the passage so that you have about one for every ten students.
3. Post the copies on the walls around the room. Students should have to walk in order to reach the copies.

Procedure:

1. Divide the students into pairs. Choose (or have students choose) one to be the messenger and the other to be the writer.
2. Make sure all writers are prepared to take dictation and that all messengers can move freely in the classroom.
3. Explain that the messengers will go up to the passage posted on the wall, remember as much of it as possible, and return to the writer to dictate it. The messenger repeats this as often as it is necessary to complete the dictation. The teacher only observes during this stage.
4. Ask the pairs to raise their hands when they finish. At this point, the teacher can examine the completed passages for errors while other students continue to work.
5. When the pairs are mostly done, refer students to the passage in the book, have some quick students write it on the board, give them copies, or show the passage on the overhead.
6. If it is a known passage, ask students what parts they found most difficult. If it is a new passage, discuss words or structures they had trouble with.

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Practical Dictation And Transcription

Thomas A. Cox



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