

Exercise walk-through

2.1

Communicating

GAC Academic English

Method — Key knowledge: gist, scanning and sentence links answer different needs

The **gist** is the main message. **Scanning** locates a specific detail such as a time or contact. Read the nearby wording before acting: a date may belong to booking rather than attendance.

A **conditional** sentence links an action to its condition, often using if. Although signals contrast; because introduces a reason. Choose the link that preserves the original relationship. A help service can support a draft without having authority to grade it.

Method — Source A: text or task brief

From: Peer Writing Desk To: First-year students Subject: Wednesday draft-review session

The desk will offer optional draft feedback in the library on Wednesday from 14:00 to 15:30. Bring one paragraph of your own writing and the assignment instructions. Peer helpers can ask questions about clarity and organisation, but they cannot award course marks or approve your final submission.

To reserve a ten-minute appointment, email your preferred time by Monday at 12:00. If you have not reserved an appointment, you may ask for a walk-in slot on Wednesday; a slot is not guaranteed. Students who need a step-free entrance should contact the library desk before their visit. Your course tutor remains responsible for assessment.

Method — Source B: response or review record

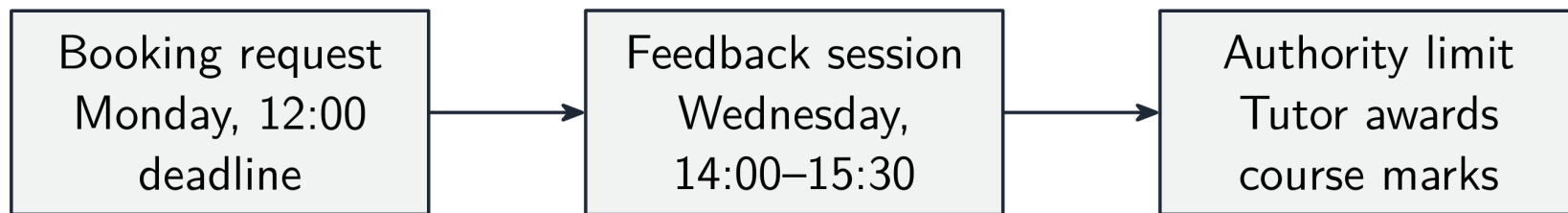
Jia's reminder: "Everyone must attend on Monday at noon. The peer helpers will grade the whole essay and approve it. Walk-in visitors are guaranteed ten minutes, so nobody needs to email. Bring any published paragraph instead of your own work."

A classmate asks whether the email deadline and the session time refer to the same event. Another asks how to combine these ideas: "You have not booked. You can request a walk-in slot. A slot might not be available."

Method — Worked example: separate booking from attendance

Known: Monday at 12:00 is the deadline for requesting an appointment, whereas Wednesday 14:00–15:30 is the feedback session. Why scan the surrounding words? A time alone does not identify what happens then.

A faithful linked sentence is: “If you have not booked, you may request a walk-in slot, although a slot is not guaranteed.” The condition and limitation are both retained; replacing although with because would change the relationship.



Booking, session timing and assessment authority belong to separate parts of the message.

Exercises 2.1·2.3

2.1 State the service's main purpose and whether attendance is compulsory. [2]

2.2 Find the appointment-request deadline and the session day. [2]

2.3 Combine the three walk-in ideas in Source B into one complex sentence, preserving the condition and uncertainty. [3]

Exercises 2.1-2.3

2.1 State the service's main purpose and whether attendance is compulsory. [2]

2.1

Optional feedback on students' draft writing or paragraph clarity/organisation; attendance is not compulsory.

2.2 Find the appointment-request deadline and the session day. [2]

2.2

Email by Monday at 12:00; session is Wednesday.

2.3 Combine the three walk-in ideas in Source B into one complex sentence, preserving the condition and uncertainty. [3]

2.3

Correct if/conditional connection for not having booked; may request a walk-in slot; a concession or other correct link preserves that availability is not guaranteed. Accept other grammatical wording with the same meaning.

Exercises 2.4·3.1

2.4 Identify the intended audience, one required item to bring, and who awards course marks. [3]

3.1 Correct THREE errors in Jia's reminder. Give a corrected detail and its source-based reason for each. [6]

Exercises 2.4·3.1

2.4 Identify the intended audience, one required item to bring, and who awards course marks. [3]

2.4

First-year students; own paragraph or assignment instructions; course tutor, not peer helpers.

3.1 Correct THREE errors in Jia's reminder. Give a corrected detail and its source-based reason for each. [6]

3.1

Award correction B1 and reason B1 for each of three distinct errors: optional rather than mandatory attendance; Monday is booking deadline rather than session; peer helpers do not grade/approve submissions; walk-ins are not guaranteed; bring own writing rather than a published substitute. Do not count one time error twice.

Exercise 3.2

3.2 Write an 80–110 word reminder for a first-year classmate, accurately linking the booking, walk-in and authority conditions. [8]

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3.2

Local analytic rubric, $8 \times B1$: optional draft-feedback purpose and intended audience; correct Wednesday session timing; own paragraph and assignment instructions; Monday noon booking deadline; conditional walk-in request; no guarantee of availability; peer/tutor authority distinction and accurate access contact; coherent truthful 80–110 word response. Example: “The Peer Writing Desk offers optional feedback in the library on Wednesday from 14:00 to 15:30. Bring a paragraph of your own writing and the assignment instructions. If you want a ten-minute appointment, email your preferred time by Monday at noon. Without a booking, you may ask for a walk-in slot, although availability is not guaranteed. The helpers can discuss clarity and organisation, but they cannot award course marks or approve your final submission; your tutor handles assessment. If you need a step-free entrance, contact the library desk before visiting.”