

Collaborative writing tools—Elementary

Let's discuss

A Read the text and answer the questions.

- Ask students to read the text and discuss the questions in pairs. Elicit some answers and discuss as a class.

What is a collaborative writing tool?

A **collaborative writing tool** allows you to create written projects to collaborate and share easily with others online. These writing tools can help you to organize and improve your thoughts and ideas with other people's contributions.

Writing tools help you to create stories, letters, descriptions, opinions, notes, essays and any other kind of entries and projects. Some of them allow you to add photos and images to your work to make it more interesting.

- Go online and type keywords to find websites for collaborative writing tools. Show students how to find safe sites.
- Try making a group text using suggestions from the class. Ask students what sort of text they want to create and what information they want to include. Make the changes on screen.

Let's do it!

- This can be completed in class or as homework.
- Ask students to choose a text type from the list and write their text online. Provide some time for them to share links and collaborate with others' texts.
- Once you have all the links to the texts, use one lesson to view them all as a class. Students can vote on their favourites and choose the best three.

Key

- 1 *You can use a writing tool to create written projects to collaborate and share. You can also create stories, letters, etc.*
- 2 *Students' own answers.*

Let's analyse

B Look at the example below. Answer the questions in groups.

- Ask students to look at the text and discuss the questions in small groups. Elicit some answers and discuss as a class.

Key

- 1 *Favourite rooms in my house.*
- 2 *No, each note is by a different person.*
- 3 *To collaborate and describe different elements or facts. To share information about different things with others.*