



## The METLA task description template

In order to assist teachers in designing/analysing mediation tasks, this Guide includes a template which consists of two parts: a first part for the teacher and a second part for the student (see Figure below).

### *For the teacher*

The teacher is provided with information (in the two working languages -English and French- of this project) about the lesson or the task.

### *For the student*

The second part of the template refers to the actual texts and tasks included in the lesson. It contains the worksheet for the student in an attractive, learner-friendly format. The instructions of the tasks are provided in the foreign languages taught although more languages could be incorporated. Grids for self-assessment and reflection are also included (see relevant chapters in the Teaching Guide).

This is an output of the project “Mediation in teaching, learning and assessment” (2020-2022) of the European Centre for Modern Languages (ECML). The ECML is a Council of Europe institution promoting excellence in language education in its member states.

[www.ecml.at/mediation](http://www.ecml.at/mediation)





Topic of the activity or Subject matter

**FOR THE TEACHER: ACTIVITY TITLE ...**

Type of task (*song, project etc*)

Proficiency level (*A1-C2*)

Short description and aim of the activity:

Background information (if applicable)

CEFR CV mediation scale and descriptor (*to which the activity refers*):

CEFR CV mediation strategies involved:

Languages involved (*Language A – Language B – Language C etc*)

Linguistic objectives:

By the end of the lesson, the students will be able to:

**Other competences involved:** (*non language aspects of the lesson (e.g. digital competences, intercultural understanding, different attitudes and values, critical and innovative thinking, inter-personal skills (e.g. presentation and communication skills, organizational skills, teamwork, etc.), intra-personal skills (e.g. self-discipline, enthusiasm, perseverance, self-motivation, etc.)*)

Time/lessons needed for the activity:

Resources required (*e.g. lyrics of songs, script of a text, flashcards, etc.*)

Procedure:

		Class organization (individual, pairs, groups)	Ideas for differentiation
Step 1			
Step 2			
Step 3			
Step 4			
Step 5			
Step 6			
Step 7			

Extra resources for the teacher (if applicable)

Mediation activity scales for 'Mediating a text' (CEFR-CV pp. 90-108)

Mediation strategies scales (CEFR-CV pp. 117-122)

Step-by-step procedure in the two METLA working languages (EN-FR)

Further tips and guidance:

Suggestions and ideas for adapting/differentiating (*e.g. for different contexts/ learner groups, proficiency levels etc*):

**FOR THE STUDENT: ACTIVITY WORKSHEET**

(*texts, activities, questions, photos, flashcards etc*)

The *instructions* for students appear in the foreign language(s) to be learnt

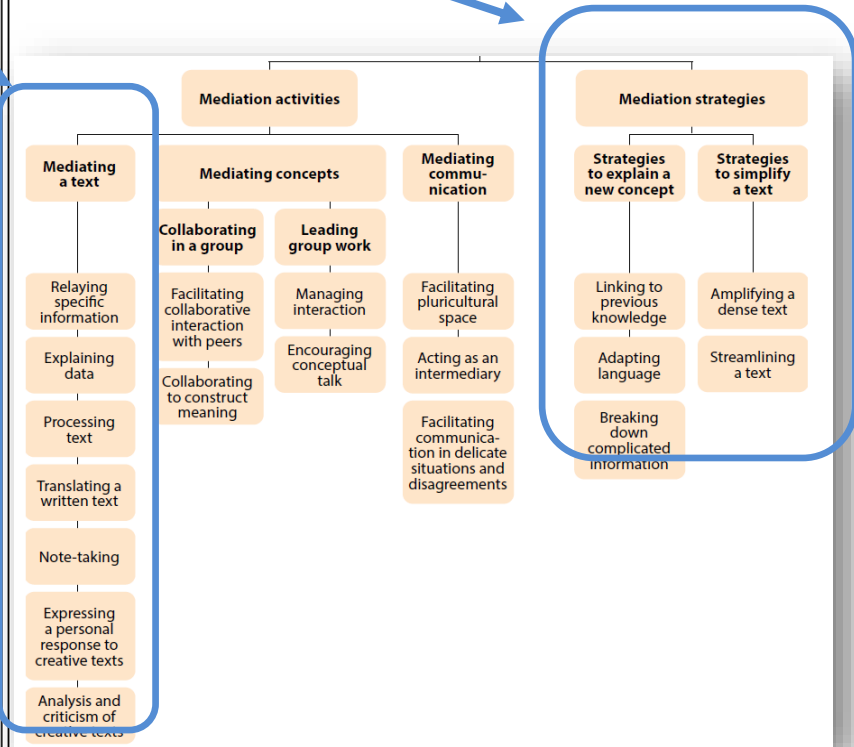


Figure: The METLA task description template with comments