Week 17

LESSON TITLE:   
Writing an informal / formal letter

**GENERAL:**

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| **AGE:** | Grade 12 (17 and 18 year olds) |
| **TIME:** | 1 Hour |
| **Objectives:** | Letter structure and writing |
| **Structures:** | Warm-up, Maintenance, Overview |
| **Target Vocab:** | Write a letter |

**YOU WILL NEED:**

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| **Computer / Laptop** | PowerPoint Slides for notes. May be printed out for learners. |

 **YOUR STUDENTS WILL NEED:**

* A safe location for the lesson.
* Stationery as supplied on list.

***NOTES****:*

*N/A for this lesson.*

LESSON OVERVIEW

**WARM UP AND MAINTENANCE**:

1. Greet learners.

2. Icebreaker.

3. Introduce topic – Today we are looking at formal and informal letter writing.

**NEW LEARNING AND PRACTICE**:

4. Ask questions, e.g. why do we write letters?

Why should you be taught how to write letters?

What should be written in letters?

What replaced letters? Is this good or bad?

5. Discuss letters.

6. Write a letter for homework.

**WRAP UP**:

7. Revise letters (in a nutshell)

8. Do a short breathing / relaxation exercise.

9. Give learners a motivational quote for the week to remember.

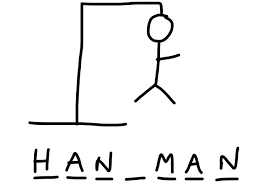
10. Say goodbye.

LESSON PROCEDURE:

**WARM UP AND MAINTENANCE**:

1. Greet learners.

2. Icebreaker.

A simple 5-minute starter.  
Start with one round of hangman by writing the clue, i.e. - - - - - - - (LETTERS) on a board/paper/PowerPoint slide.

Pick random learners to give you a letter. The winner is the learner who know the word and can spell it out.

REMEMBER to reward the winner with e.g. a lollipop.

3. Introduce topic – Today we are looking at formal and informal letter writing.

**NEW LEARNING AND PRACTICE**:

4. Discuss letters:

Discuss the PowerPoint slideshow with learners.

Make sure they understand the content thoroughly.

5. Look at an example of two different letter formats and content:

What format differences can you spot?

6. Write a letter:

Let learners write two letters – one formal and one informal (120-150 words each).

Look at the topics given in the PowerPoint slides.

Help with the basic format in class, as well as the content brainstorming.

WRAP UP:

7. Revise letters (in a nutshell).

8. Do a short breathing / relaxation exercise.

The idea is to let them focus on their breathing.

Tutor, ask learners to take a deep breath in and out. X2

Then ask them: Focus on 5 things you can see.

Take a breath in and out.

Focus on 4 sounds you can hear.

Take a breath in and out.

Focus on 3 things’ texture around you.

Take a breath in and out.

Focus on 2 things you can smell.

Take a breath in and out.

9. Give learners a motivational quote for the week to remember. See PowerPoint slides.

10. Say goodbye.