Topic

Part 1. Letter writing
Part 2. Practice with informal letters and e-mails

Outline of the lesson
Part 1.

***Aims*:**

- Analyse and review letter writing
- Highlight how letters differ and their styles vary
- Promote critical thinking, creative production, creative problem-solving, observation and categorization, comparison
- Develop skills necessary to produce excellent written language
- Read carefully for detail
- Indicate how letter writing will be beneficial, meaningful, and useful throughout life
- Use technology to type, spell check, and prepare their letters in proper form

New vocabulary: phrases related to the useful tips; opening and closing remarks

Structure/Grammar: punctuation; paragraphing; opening and closing phrases; language style

Methods: audio-visual, group work, interaction

Procedure

Warm-up: greeting; presenting the topic; listening to music reminding old times' atmosphere while letter writing

Stage 1 Presentation:

1) types of letters (according to the formality and topic)
2) planning and structuring letters
3) giving useful tips for letter writing
4) organization
5) range and appropriateness of vocabulary and grammatical structures

Stage 2 Practice: group work:

Task 1 (matching phrases with types of letters)
Task 2 (identifying formality of the extracts of the letters)
Task 3 (put phrases into pairs)
Task 4 (identifying language of the letter)
Task 5 (writing salutations, opening sentences, closing remarks)

Stage 3 Production:

1) feedback (presenting the results of group work)
2) comparing the results with the correct answers

Stage 4 Evaluation of group work: announcing the group winner, awarding

Homework: analyse the letters from the textbook and workbook (type of the topic; formality; making plans)

Part 2.

***Aims*:**

- Retrace the structure of the letters/e-mail
- Learn to use special expressions for different parts of the letter/e-mail
- Promote critical thinking, creative production, creative problem-solving using informal language
- Use variety of strategies filling gaps in the letters/e-mails
- Promote cooperation while working in pairs and groups

New vocabulary: special expressions for different parts of the letters/e-mails; informal language

Structure/Grammar: punctuation; paragraphing; opening and closing phrases; language formality

Methods: audio-visual, group work, pair work, interaction

Procedure

Warm-up: greeting; presenting the topic; brainstorming the types of the letters/e-mails

Stage 1 Presentation:

1) types of letters (according to the formality)
2) retrace the plan and structure of the letters/e-mails
3) giving useful phrases for introduction, main body, ending/conclusion
4) range and appropriateness of vocabulary and grammatical structures
5) analysing how to use informal language in examples

Stage 2 Practice: group work, pair work:

Task 1 (matching phrases with their definitions)
Task 2 (contracting in the letters/e-mails)
Task 3 (making paragraphs of a full block letter/e-mail)
Task 4 (writing topic sentences for each paragraph)
Task 5 (explaining general requirements for the writing task)
Task 6 (practice writing a letter in pairs)

Stage 3 Production:

1) feedback (presenting the results of group work)
2) comparing the results with the correct answers

Stage 4 Evaluation of group work: announcing the group winner, awarding

Homework: analyse the letters from the textbook and workbook (type of the topic; formality; making plans)

Teaching aids:

1) equipment for a slide show
2) 3 lists of different coloured paper for the group work
4) the textbook and workbook ‘Enterprise 4’
5) Mary Stephens ‘New Proficiency Writing’
6) Inesa Šeškauskienė, Rita Juknevičienė „Anglų kalbos egzaminas. Rašymas“
5) present for the group winner

Made-up by the teacher methodologist
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