

Level : 1 Bac	Textbook: Gateway to English
Date : 18/12/2015	Time : 50 min
Unit: 4	Theme: leisure and entertainment
Lesson: writing	Topic: an e-mail
Skills integrated: All skills	References/ Materials: Gateway, Teacher's notes, Chalkboard

Standards:	<u>Presentational communication</u> ❖ Learn how to write an e-mail with the correct format
Competencies:	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> • Distinguish between e-mail writing and snail mail writing • Identify the various elements of an e-mail • Write an e-mail with the correct format

Stages/ Timing	Lesson Procedures/ Activities	Techniques/ Materials	Mode of work
Warm-up (5min)	<ul style="list-style-type: none"> ➤ T greets Ss ➤ Ss play the odd-one-out 	<ul style="list-style-type: none"> ➤ Game 	T-S S-T
Personal link	<ul style="list-style-type: none"> ➤ Ss notice that the odd-one-out gives the phrase "writing an e-mail" 	<ul style="list-style-type: none"> ➤ Noticing 	S-T
Pre-writing (15 min)	<ul style="list-style-type: none"> ➤ T introduces the lesson of writing an e-mail and invites Ss to take p. 62 of their textbooks ➤ Ss read the questions in task A and discuss them ➤ Ss complete task B matching the elements of the email to their meanings ➤ Correction on the bb ➤ Ss read the e-mail in p. 63 to notice its various elements ➤ Ss study the form on the bb and T explains the elements ➤ T writes the questions that Ss need to answer on then bb and Ss read them 	<ul style="list-style-type: none"> ➤ TB ➤ Discussion ➤ Matching ➤ Noticing ➤ BB ➤ Explaining 	T-S S-T S-S S-T S-T S-T T-S S-T
While-writing (20 min)	<ul style="list-style-type: none"> ➤ T asks Ss to write an e-mail answering the questions that Keiko asked in his e-mail ➤ Ss start writing and T monitors and helps 	<ul style="list-style-type: none"> ➤ First draft ➤ Monitoring 	Indiv.
Post-writing (10 min)	<ul style="list-style-type: none"> ➤ Ss read their e-mails and others listen ➤ T gives feedback 	<ul style="list-style-type: none"> ➤ Feedback 	Collect.
Reflections			