

level : 1Bac	Textbook: Gateway to English
Date : 16/10/2015	Time : 50 min
Unit: 1	Theme: Our Cultural Heritage
Lesson: Writing	Topic: An e-mail
Skills integrated: All skills	References/ Materials: Textbook, Teacher's notes, Chalkboard

Standards:	<u>Presentational communication</u>
	❖ Write an e-mail with correct punctuation and capitalization
Competencies:	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> <li>• Study and identify punctuation marks and capitalization rules</li> <li>• Use the mechanisms correctly in writing an e-mail</li> </ul>

Stages/ Timing	Lesson Procedures/ Activities	Techniques/ Materials	Mode of work
<b>Warm-up (5min)</b>	<ul style="list-style-type: none"> <li>➤ T greets Ss</li> <li>➤ T asks Ss if they have ever written an email to someone and elicits answers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Question</li> </ul>	T-S S-T
<b>Personal link</b>	<ul style="list-style-type: none"> <li>➤ T introduces the lesson of writing</li> </ul>	<ul style="list-style-type: none"> <li>➤ BB</li> </ul>	T-S
<b>Pre-writing (10 min)</b>	<ul style="list-style-type: none"> <li>➤ Ss are asked to go to p 18</li> <li>➤ T explains and elicits the role of punctuation and capitalization in writing</li> <li>➤ Ss work in pairs and match the punctuation marks with their names</li> <li>➤ Ss read the email in p 19 and rewrite it using correct punctuation and capitalization</li> </ul>	<ul style="list-style-type: none"> <li>➤ TB</li> <li>➤ Explaining</li> <li>➤ Eliciting</li> <li>➤ Matching</li> <li>➤ Model email</li> </ul>	S-T T-S S-T S-S S-S
<b>While-writing (20 min)</b>	<ul style="list-style-type: none"> <li>➤ Ss are asked to write a short email responding to Helen</li> <li>➤ T tell Ss that they need to respect the mechanisms and use correct punctuation and capitalization</li> <li>➤ T monitors and helps</li> </ul>	<ul style="list-style-type: none"> <li>➤ First draft</li> </ul>	Indiv.
<b>Post-writing (15 min)</b>	<ul style="list-style-type: none"> <li>➤ T invites Ss to exchange their emails with their peers and correct any punctuation or capitalization mistakes they come across</li> <li>➤ Ss take back their writings and correct their mistakes</li> <li>➤ Ss present their emails to the class</li> </ul>	<ul style="list-style-type: none"> <li>➤ Peer correction</li> <li>➤ Self-editing</li> <li>➤ Sharing</li> </ul>	Pair  Whole class
<b>Reflections</b>			