

Level : 2 Bac	Textbook: Insights
Date : 16/12/2015	Time : 50 min
Unit: 4	Theme: Sustainable development
Lesson: Writing	Topic: a letter of application
Skills integrated: All skills	References/ Materials: Ticket 2 English, Teacher's notes, Chalkboard, Realia

Standards:	<b>Presentational communication</b> ❖ Learn how to write an application letter
Competencies:	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> <li>• Distinguish between the various parts of an application letter</li> <li>• Use a framework to write an application letter</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 shows Ss an envelope and elicits the word letter</li> <li>➤ T and Ss discuss the various purposes for which letters are written</li> </ul>	<ul style="list-style-type: none"> <li>➤ Proverb</li> <li>➤ Discussing</li> </ul>	T-S T-S S-T
<b>Personal link</b>	<ul style="list-style-type: none"> <li>➤ T elicits the words "application" and "apply for a job"</li> </ul>	<ul style="list-style-type: none"> <li>➤ Eliciting</li> </ul>	S-T
<b>Engage (15 min)</b>	<ul style="list-style-type: none"> <li>➤ T introduces the lesson of writing a letter of application</li> <li>➤ Ss take p. 60 of their textbooks and T explains the word communiqué = an official report</li> <li>➤ Ss read the municipal communiqué and answer the questions</li> <li>➤ Oral correction</li> <li>➤ T has Ss form groups of 4</li> <li>➤ T tells Ss to think of a project they want to suggest, discuss it and agree on it</li> <li>➤ T asks the groups to fill in the chart in p. 60 about the projects selected</li> <li>➤ T asks the groups to report their projects to the class</li> </ul>	<ul style="list-style-type: none"> <li>➤ TB</li> <li>➤ Explaining</li> <li>➤ Wh-questions</li> <li>➤ Discussion</li> <li>➤ Chart filling</li> <li>➤ Reporting</li> </ul>	T-S T-S S-T T-S S-S S-S S-T
<b>Study (20 min)</b>	<ul style="list-style-type: none"> <li>➤ Ss study the framework of an application letter in p. 61</li> <li>➤ Ss start writing the first draft of their application letter using the format given</li> <li>➤ T monitors and helps</li> <li>➤ T makes sure everyone in the group is participating</li> </ul>	<ul style="list-style-type: none"> <li>➤ TB</li> <li>➤ First draft</li> <li>➤ Monitoring</li> </ul>	Group
<b>Activate (10 min)</b>	<ul style="list-style-type: none"> <li>➤ T asks the groups to exchange their letters</li> <li>➤ Ss study the checklist on their textbook and start editing the letters based on it</li> <li>➤ T monitors and helps</li> <li>➤ T asks Ss to give back the letters to their groups</li> <li>➤ T closes the activity and asks Ss to write the final draft at home taking into account the changes they need to make</li> </ul>	<ul style="list-style-type: none"> <li>➤ Checklist</li> <li>➤ Group editing</li> <li>➤ Monitoring</li> <li>➤ Final draft</li> </ul>	Group Indiv.
<b>Reflections</b>			