

Level : 2 Bac	Textbook: Insights
Date : 30/03/2016	Time : 50 min
Unit: 8	Theme: International Organisations
Lesson: Writing	Topic: a formal letter
Skills integrated: All skills	References/ Materials: Ticket 2 English, Chalkboard, Teacher's notes, ICT

Standards:	<u>Presentational communication</u> ❖ Write a formal letter
Competencies:	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> • Compare and distinguish between an informal and formal letter • Identify the parts of a formal letter • Write a formal letter with the correct format

Stages/ Timing	Lesson Procedures/ Activities	Techniques/ Materials	Mode of work
Warm-up (5 min)	<ul style="list-style-type: none"> ➤ T greets Ss ➤ Ss recall the various parts and elements of an informal letter 	<ul style="list-style-type: none"> ➤ Review 	T-S S-T
Personal link	<ul style="list-style-type: none"> ➤ T introduces the lesson of writing 	<ul style="list-style-type: none"> ➤ BB 	T-S
Pre-writing (15 min)	<ul style="list-style-type: none"> ➤ T invites Ss to look at the slides ➤ Ss answer the questions about the parts of a formal letter e.g. (where does the address go?) ➤ Ss recall all the parts by matching them with the correct number ➤ T displays an example of a formal letter on the slide and asks one or two students to read it ➤ Ss notice the various elements of the body and T explains the four main parts (writing purpose + showing interest + details + asking for a reply) ➤ T asks Ss to read the topic on the slide "write a letter to the headmaster of your school asking for participation in the school activities" ➤ Ss brain storm ideas and T writes some suggestions on the bb 	<ul style="list-style-type: none"> ➤ ICT ➤ Question and answer ➤ Recalling ➤ Matching ➤ Model letter ➤ Noticing ➤ Explaining ➤ Topic focus ➤ Brainstorming 	T-S S-T S-T T-S T-S S-T S-T
While-writing (20 min)	<ul style="list-style-type: none"> ➤ T invites Ss to start their first draft letter respecting the format studied and the topic given ➤ T monitors and helps 	<ul style="list-style-type: none"> ➤ First draft ➤ Monitoring 	Indiv.
Post-writing (10 min)	<ul style="list-style-type: none"> ➤ T writes a checklist on the and has one S read it ➤ T asks Ss to consider the checklist and try to correct their letters ➤ Ss share their letters with the class 	<ul style="list-style-type: none"> ➤ checklist ➤ self-editing 	Indiv. Whole class
Reflections			