

CLIL Lesson Plan: Letter Writing

Teacher: Dr. B. Spoorthi

Grade Level: B.Tech 1st Year – CSE/VLSI/EEE/Civil

Course: English for Technical Communication

Subject: Letter Writing

Duration: 120 minutes

Objectives:

Content Objective:

- By the end of this lesson, students will understand the different types and purposes of letters and develop their letter-writing skills.

Language Objective:

- By the end of this lesson, students will be able to write formal and informal letters using appropriate language, tone, and structure.
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Materials:

- Projector and screen
 - Handouts on letter-writing format and tone
 - Sample letters (formal and informal)
 - Notebooks or digital devices for writing exercises
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Preparation:

- Prepare a presentation explaining letter formats, including formal and informal letters.
 - Create a handout outlining key letter-writing principles with examples.
 - Arrange classroom seating to facilitate individual and group writing activities.
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Procedure:

1. Pre-Writing Task: Personal Letter (30 minutes)

- Introduce the concept of letter writing and its significance in personal and professional communication.
- Discuss the differences between formal and informal letters.
- Ask students to write an informal letter to their beloved or their mother, expressing their thoughts and emotions.
- Allow students to share their letters in pairs or small groups and provide feedback.

2. Writing Task: Group Letter (40 minutes)

- Divide students into small groups.
- Assign each group a purpose for writing a letter, such as:
 - Appreciation
 - Thank you
 - Apology
 - Encouragement
- Each group collaborates to draft a letter addressing a recipient of their choice, ensuring correct format, tone, and clarity.
- Groups present their letters for class feedback.

3. Post-Writing Task: Formal Letter to Dean (40 minutes)

- Explain the format and tone required for formal letters.
 - Provide an example of a formal request letter.
 - Assign students to individually write a letter to the Dean of Student Welfare seeking funds for a field trip.
 - Allow students to review each other's letters and offer peer feedback.
 - Review a few responses and provide constructive feedback.
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Conclusion (10 minutes)

- Summarize key takeaways from the session.
 - Ask students to reflect on their learning and challenges faced in writing different types of letters.
 - Assign a short written reflection on how letter writing can be useful in academic and professional life.
 - Thank students for their participation.
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Assessment:

- Evaluation of students' informal and formal letters based on structure, clarity, and appropriateness of tone.
 - Observation of participation and collaboration during group writing activity.
 - Review of students' individual formal letters for coherence and professionalism.
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Homework/Extension:

- Assign students to write a cover letter for a job application.
 - Encourage students to identify real-world instances where letter writing is essential and share their findings in the next session.
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Note: This CLIL lesson plan integrates both formal and informal letter-writing skills, helping engineering students effectively communicate in academic, personal, and professional settings.