

WRITING AN INFORMAL LETTER

Subject

English

Prepared By

[Instructor Name]

Grade Level

4

Overview

This lesson plan covers teaching content for;

1. Learning to write informal letters to friends and families
2. Learning the main parts of informal letters

Objectives

Students should be able to;

- Write informal letters to friends and families
- Differentiate between informal and formal languages
- Point out the five main parts of informal letters

Assessment Activity

1. The teacher will have students choose another student's name from a basket
2. Have students write them a short friendly letter.
3. The students will also choose a topic from a second basket.
4. The teacher will then collect the letters the students have written

Activity Starter/Instruction

1. Elicit the differences between the formal and informal letters.
2. List characteristics of formal and informal letters on the board.
3. Ask the children to put their hands up if written a informal letter.
4. Teacher should provide samples of formal invitations.
5. Also, teacher should provide charts containing common phrases used for formal invitations.

Teacher Guide

Day 2/ Lesson 2: 20 Mins

1. The teacher will begin the lesson by telling the students that they will be a writing a friendly letter to someone of their choice
2. The letter will tell them something about themselves (a story of something that has happened, something they want etc.).
3. Read aloud a sample informal letter
4. The teacher will use a friendly letter graphic organizer on the board

Teacher Guide

Day 1/ Lesson 1: 15 Mins

1. Ask students which situations call for a formal letter and which situations call for an informal approach.
2. Have students brainstorm on the differences between formal and informal letters.
3. introduce the topic of differences in letter writing by giving them the chart 1
4. Ask students to discuss differences between formal and informal phrases used in chart 1.
5. As a class, discuss informal language that could be used to accomplish the purpose.
6. Model changing a formal phrase to an informal phrase
7. Ask students to try changing formal phrases to more informal language in a practice.

Materials Required

- Notebook
- Pencils
- Sample informal letters
- Chart containing differences between formal and informal phrases
- Bunches of A4 (8" x 11" sheet of paper
- whiteboards and whiteboard markers

Additional Resources

- <http://www.cpalms.org/Public/PreviewResource>
- <https://www.teachervision.com/letter-friendly-letter>
- <https://www.education.com/lesson-plan/friendly-letter>
- <https://breltchat.wordpress.com/2017/05/04/on-informal-letters-by-joao-pereira/>
- <https://lesn.appstate.edu/fryeem/re4030/fr>
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Additional Notes

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5. Teacher will check for the five main parts of the friendly letter format
 6. This is to assess how much of the friendly letter format the student is familiar with.

Summary

1. Review the occasions for informal letters
2. Review common informal languages
3. Review the five main parts of informal letter
4. When doing the review, retrieve the charts and sample formal invitations from students

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5. Teacher will highlight the five main parts of the friendly letter format (heading, greeting, body, closing, signature)
 6. The teacher will also guide students in working as a whole group to identify and review the story elements
 7. elements such as main characters, setting, problem, sequence of events, and solution.
 8. (Though this is not part of the actual lesson, it serves as a good review. It can be omitted without consequence)

Guided Practice

Day 3/ Lesson 3: 20mins

1. Students will brainstorm all the kinds of friendly letters they might write along with the different purposes for writing letters.
2. The teacher will read aloud a sample informal letter
3. During the read aloud, the teacher should stop periodically to assess students' recall of the previous day's skills.
4. Questions should include: What is the date on this letter? How can you find it? To whom is it addressed? What greeting is used?
5. Teacher will do this activity for two or more sample informal letters.

Teacher Guide

Day 4/ Lesson 4: 20mins

1. The teacher will hold a brainstorming session to help the class choose who to write to and what to write about.
2. After the session the class will vote on who they want to write about and the subject of their letter.
3. The teacher will model writing the letter on the board.
4. Volunteers will state the date, greeting, and closing.
5. Volunteers will also contribute sample sentences to use in the body of the letter by writing them on the board.
6. The teacher will introduce the rainbow editing chart at this time.
7. The teacher will edit the letter using the poster sized chart with the help of the students.
8. Once the letter is edited, the class will read the friendly letter aloud and identify and review the five main parts of the letter

Guided Practice

Day 5/ Lesson 5: 15mins

1. Distribute an A4 (8" x 11" sheet of paper to each student.
 2. Ask them to write an informal letter to anybody of their choice
 3. Tell them to raise up their hand once they finish writing the letter.
 4. While this practice is going on, walk around to inspect the students.
 5. Correct any mistake found in their works.
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