

# WRITING A CONGRATULATORY/SYMPATHETIC LETTER

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## Subject

English

## Prepared By

[Instructor Name]

## Grade Level

4

## Overview

This lesson plan covers teaching content for;

1. Learning to write a congratulatory letter
2. Learning to write a sympathetic/condolence letter

## Objectives

Students should be able to;

- Know the reasons for congratulations and sympathy
- Differentiate between congratulatory and sympathetic words.
- Express their congratulations and sympathy in writings

## Assessment Activity

- Observe and assess student progress during guided practice.

## Summary

1. Review the lesson on reasons for congratulations and sympathy

## Activity Starter/Instruction

1. Teacher will ask students if they know about expressing congratulations and sympathy in the simplest way.
2. Teacher will explain the objectives of the lesson
3. Teacher will highlight that they will be learning expressing congratulations before learning expressing sympathy
4. Teacher will provide a sample congratulatory and sympathetic letter for students.

## Guided Practice

Day 2/ Lesson 2: 15mins

1. Teacher will divide the students break into pairs.
2. Teacher will ask each pair to pick a reason for their letter of congratulations from the provided chart.

## Teacher Guide

Day 1/ Lesson 1: 20 Mins

1. Teacher will tell students that Writing letters of congratulations is simple
2. Teacher will provide a chart containing several reasons for congratulatory letters and common congratulatory words.
3. Teacher will emphasize that the most important rule is to create them with heart and soul
4. Teacher will tell them If they write to a very close person, it's a good idea to colour it as you wish or to take a ready-coloured sheet of paper.
5. Teacher will then explain that it is important to write the letter as soon as possible
6. This is because the letter will have an impact effect if it's immediately written and sent.
7. Also, if you delay it, then the person may feel neglected.

## Materials Required

- Whiteboard and marker
- Chart containing several reasons for Congratulatory/sympathetic letters and common congratulatory/sympathetic words
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## Additional Resources

- <http://katamas-majid.blogspot.com/2013/0/plan-congratulating-and.html>
- <https://www.slideshare.net/zuhamillatina/e-of-congratulation-compliment-and-gratitude>
- <https://positivepsychology.com/kindness-ac-empathy-worksheets/>
- <https://study.com/academy/lesson/empathy-plan.html>
- <http://preventingbullying.promoteprevent.com/empathy-activities>

## Additional Notes

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2. Ask two volunteers to give reasons for congratulations and sympathy respectively
  3. Ask two other volunteers to give few words used for congratulations and sympathy respectively
  4. When doing the review make sure you erase the lesson on the board and retrieve worksheets.

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3. Each student will write a congratulatory letter addressed to their partner.
  4. Students will make use of some congratulatory words noted from the reading or from the given chart
  5. Teacher will walk around the class to inspect the students.

### Teacher Guide

#### Day 3/ Lesson 3: 25 Mins

1. Teacher will tell students that Writing letters of sympathy is a less simple than letters of congratulation
2. Teacher will provide a chart containing several reasons for sympathetic letters and sympathetic words.
3. Teacher will emphasize that the most important rule is to create them with heart and soul
4. Teacher will tell them If they write to a very close person, it's a good idea to make use of their first name
5. Teacher will then explain that it is important to write the letter as soon as possible
6. This is because the letter will have an impact effect if it's immediately written and sent.
7. Also, if you delay it, then the person may feel dejected.
8. The next thing is to decide if the letter will be formal or informal
9. Teacher should emphasize to always start with a word of sympathy.

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8. The next thing is to decide if the letter will be formal or informal
  9. Teacher should emphasize to always start with a word of congratulations.
  10. Teacher should instruct teacher to write simply, positively and never talk about themselves.
  11. Teacher should distribute a sample letter among the students.
  12. Teacher should read from the sample letter and note word of congratulations used in the letter.
  13. Teacher should model writing a congratulatory letter

### Guided Practice

#### Day 4/ Lesson 4: 15mins

1. Teacher will divide the students break into pairs.
  2. Teacher will ask each pair to pick a reason for their letter of sympathetic from the provided chart.
  3. Each student will write a sympathetic letter addressed to their partner.
  4. Students will make use of some sympathetic words noted from the reading or from the given chart
  5. Teacher will walk around the class to inspect the students.
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10. Teacher should instruct students to write simply, positively, encouraging and never talk about themselves.
  11. Teacher should distribute a sample letter among the students.
  12. Teacher should read from the letter and note the sympathetic words used in the letter
  13. Teacher should model writing a sympathetic letter
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