

WRITING A FORMAL INVITATION

Subject

English

Prepared By

[Instructor Name]

Grade Level

4

Overview

This lesson plan covers teaching content for;

1. Learning to write a formal invitation for business purpose
2. Learning to make oral formal invitations
3. Learning to write an informal letter

Objectives

Students should be able to;

- Write formal invitations

Assessment Activity

1. Ask students to choose an occasion from the chart
2. Students should individually write a formal invitation with respect to the situation selected.
3. Collect the letters for assessment

Summary

1. Review the occasions for formal invitations
2. Review common phrases used for formal invitations
3. When doing the review, retrieve the charts and sample formal invitations from students

Activity Starter/Instruction

1. Encourage the students to discuss invitations.
2. Ask the children to put their hands up if written a formal invitation.
3. Review on writing a formal letter.
4. Remind students that there are only a few differences between writing a formal letter and formal invitation.
5. Teacher should provide samples of formal invitations.
6. Also, teacher should provide charts containing common phrases used for formal invitations.

Teacher Guide

Day 2/ Lesson 2: 25 Mins

1. Teacher should announce that students will be practicing oral formal invitation.
2. Teacher should divide students into a group of four.
3. Teacher should instruct students in each group to practice oral formal invitation with their partners.

Teacher Guide

Day 1/ Lesson 1: 25 Mins

1. Review on writing formal letters
2. Remind students that anything formal has to do with a business purpose
3. Collect a supply of different types of invitations (both formal and informal).
4. Ask the children to sort them out into two groups.
 - Which were written to friends?
 - Which were written for business purpose or for fun?
 - Which features or characteristics distinguish formal from informal?
5. Having done that ask the children to look for differences between the two groups.
6. Provide a chart on occasions that require formal invitations
7. Explain to students that a formal invitation will have similar characteristics as a formal letter.
8. Teacher should distribute a chart containing phrases used in writing formal invitations

Materials Required

- Notebook
- Pencils
- Model formal invitation letters
- Chart containing phrases used in formal invitations
- Worksheet
- Bunches of A4 (8" x 11" sheet of paper
- whiteboards and whiteboard markers

Additional Resources

- <https://www.education.com/lesson-plan/friendly-letters-put-together/>
- <https://study.com/academy/lesson/invitation-lesson-plan-for-esl-students.html>
- <https://www.tes.com/teaching-resource/invitations-planning-6040936>
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Additional Notes

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4. Teacher will inspect the student's expression, intonation and stress while making the formal invitations.
 5. Teacher will correct students in their expressions, intonation and stress.

Teacher Guide

Day 3/ Lesson 3: 20mins

1. Teacher should review on the first lesson
2. Teacher should distribute a sample formal invitation
3. Teacher should read aloud the sample formal invitation.
4. While reading, teacher should instruct students to note some of the phrases in the chart that are used in the invitation
5. After reading, teacher should model writing a formal invitation while students note the phrased used.

Guided Practice

Day 4/ Lesson 4: 15mins

1. Distribute an A4 (8" x 11" sheet of paper to each student.
 2. Ask them to write a formal invitation
 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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9. Teacher should model oral formal invitations.
 10. Teacher will elicit that facial expression, intonation and stress is important while making oral formal invitation
 11. Teacher should distribute a sample formal invitation
 12. Teacher should read aloud the sample formal invitation.
 13. While reading, teacher should instruct students to note some of the phrases in the chart that are used in the invitation
 14. After reading, teacher should model writing a formal invitation while students note the phrased used.
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