

LETTER WRITING: INFORMAL LETTER

Subject

English

Prepared By

[Instructor Name]

Grade Level

3

Overview

This lesson plan covers teaching content for;

1. Learn features of an Informal Letter.
2. Write a guided informal Letter.

Objectives

Students should be able to;

- Learn features of an informal letter.
- Write a guided informal letter.

Activity Starter/Instruction

1. Tell students that today you will be talking Letter writing.
2. Tell students that today you will be talking about features of an Informal Letter.
3. Tell students that today they will be writing an Informal Letter

Guided Practice

Day 2/ Lesson 2: 20 Mins

1. On a piece of chart, writing the headings "Formal Letter and Informal Letter".
2. Tell the students that a formal letter directly addresses the issues concerned.
3. Tell the students that any type of business letter or letter to authorities falls within this given category.
4. Tell the students that Informal Letters are personal letters.
5. Tell the students that they need not follow any set pattern or adhere to any formalities.

Teacher Guide

Day 3/Lesson 3: 25mins

1. Collect a supply of different types of letters — both formal and informal.
2. Ask the children to sort them out into two groups.

Teacher Guide

Day 1/ Lesson 1: 15 Mins

1. Tell the students that letter writing is the exchange of written or printed messages.
2. Ask the children to put their hands up if they have ever received a personal letter.
3. Ask for one or more volunteers to talk about how they felt to receive the letter.
4. Tell the students that there are two types of Letter, the Formal Letter and the Informal Letter.
5. Ask the class to interview each other to find out each individual's experiences of writing and sending letters.
6. This can be recorded in a chart.

Guided Practice

Day 4/ Lesson 4: 25mins

1. Tell the students that they will be learning

Materials Required

-Letters samples

Additional Resources

- <https://www.scribd.com/doc/130698534/W>
- <http://www.readingrockets.org/article/intro>
- <https://www.toppr.com/guides/english/writ>
- <https://www.teacherspayteachers.com/Brov>
- <https://www.youtube.com/watch?v=-gPPgijj>

Additional Notes

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3. Which were written to friends?
 4. Which are formal letters from businesses?
 5. Which features or characteristics distinguish formal from informal?
 6. Ask the children to look for differences between the two groups.
 7. Allow a discussion to take place about the different types of letter.
 8. Draw up a chart for each group covering: Address — business or private? Greeting — formal or informal? Style of letter — friendly or business? What is the message? How does the letter end?
 9. This will allow the children to find out for themselves the differences between formal and informal letters.

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6. Informal Letter contains personal information or is a written conversation.
 7. Informal letters are generally written to friends, acquaintances, relatives etc

Assessment Activity

1. Assess their knowledge in writing an informal letter.
2. Create a class discussion about what they have written individually.

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- how to write an informal letter.
 2. Tell the students they must identify the type of letter they want to write and the person they are writing to.
 3. Tell the students that the opening and closing of the letter is important.
 4. Tell the students that the Informal letters can be addressed to the person's name or any informal greeting as the writer wishes.
 5. Tell the students that once they have started writing, they should make sure to get to the point as soon as possible.
 6. Tell the students that the length of an informal letter is determined by the message in the letter and the relation to the recipient.
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Summary

- Encourage students to write an informal letter more often.
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Summary		
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