

WRITING A FORMAL LETTER

Subject

English

Prepared By

[Instructor Name]

Grade Level

4

Overview

This lesson plan covers teaching content for;

1. Learning to write a formal letter for business purpose
2. Learning to rewrite an informal letter to a formal letter

Objectives

Students should be able to;

- Differentiate between formal and informal letter
- Write a formal letter
- Rewrite an informal letter into a formal letter

Assessment Activity

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

Summary

1. Review the importance of formal/business letters
2. Review the differences between formal and informal letters

Activity Starter/Instruction

1. Encourage the students to discuss letter-writing.
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. Here are some initial questions that may help:
 - What was in your mind as you read the letter?
 - Did you keep the letter to read again?
 - Did you share your letter with anyone?

Teacher Guide

Day 2/ Lesson 2: 25 Mins

1. Explain to students that formal letters are sometimes known as business letters.
2. Tell them that they are written in a strictly formal style.
3. Tell them such letters are always written on an A4 (8" x 11" sheet of paper.

Teacher Guide

Day 1/ Lesson 1: 25 Mins

1. Collect a supply of different types of letters — both formal and informal.
2. Ask the children to sort them out into two groups.
 - Which were written to friends?
 - Which are formal letters from businesses?
 - Which features or characteristics distinguish formal from informal?
3. Having done that ask the children to look for differences between the two groups.
4. This allows a discussion to take place about the different types of letter.
5. 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?
6. This will allow the children to find out for themselves the differences between formal and informal letters.

Materials Required

- Notebook
- Pencils
- Model formal and informal letters
- Worksheet
- Bunches of A4 (8" x 11" sheet of paper
- whiteboards and whiteboard markers

Additional Resources

- <https://study.com/academy/lesson/formal-writing-lesson-plan.html>
- <https://aminghori.blogspot.com/2017/01/lesson-plan-of-letter-writing-english.html?m=1>
- <https://www.englishlessonplanner.com/plan>
- <https://www.education.com/lesson-plan/writing-letter-is-easy-as-123/>
- <https://www.tes.com/teaching-resource/lesson-plan-in-writing-formal-letters-str-format-and-style-11513303>

Additional Notes

3. When doing the review, retrieve the model informal and formal letters from students

4. They can be folded three times so that the address to which the letter is being sent can appear in the window of a business envelope.
5. The layout is always the same.
6. The Structure is:
- The senders address is put at the top right-hand side
 - Include telephone number and email if available
 - The address of the person receiving the letter goes on the left-hand side below the sender's address
 - The date
 - Greeting — Dear Sir or Madam. You can use the titles Miss, Mrs. or Mr. if you know the name of the person to whom you are writing
 - The message
 - Complimentary close — Yours faithfully or Yours sincerely
 - Signature
 - Write name in block letters (this is to ensure that the person receiving the letter knows exactly who has sent it. Signatures may not be very clear).
7. Distribute a model formal letter among students.

Guided Practice

Day 3/ Lesson 3: 15mins

1. Distribute an A4 (8" x 11" sheet of paper to each student.

7. This could be followed by a discussion of the type of letters the children or their families write.
8. How many occasions can they think of which would deserve a letter to be written? For example:
- Letters of congratulation
 - Exchanging news
 - Writing to friends
 - Letters saying sorry for doing something wrong
 - Making appointments
 - Asking for information Dealing with banks or stores
 - Letters to family members who live some way away
 - Letters to Santa Claus
 - Thank you letters
 - Letters showing how much you appreciate someone
 - Letters responding to someone who has had bad news — showing how much you care by trying to share their sadness
 - Letters of complaint Letters to newspapers and magazines
9. In each case the children should decide what type of letter would be most appropriate in each case — formal or informal? Draw up a chart for each group.

Teacher Guide

Day 4/ Lesson 4: 15mins

1. Tell students that they will learn to turn informal letters to formal letters in this lesson

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2. Ask them to write a letter to any business they know, given that they know the address of that business.
 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.

Guided Practice

Day 5/ Lesson 5: 15mins

1. Divide students into pairs.
 2. In pairs, students re-write the letter to make it more appropriate as a formal letter.
 3. Don't help them too much at this stage
 4. The idea is that students write the best letter they are capable of using their existing language resources.
 5. This creates a need for the conventional letter writing language which may be 'missing' from their current knowledge.
 6. While this practice is ongoing, teacher should walk around the class to inspect the students.
 7. When this practice is over, give students the model formal letter and ask them to compare it with their letter.
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2. In order to get students thinking about business letters, ask how many reasons they can think of for writing this type of letter.
 3. review a couple of examples, then get students to brainstorm in pairs, before feeding back to the class
 4. Give students an inappropriately informal letter.
 5. Ask a few simple comprehension questions.
 - Have they been in contact before?
 - What's it about?
 - What are the problems with the system?
 6. Then ask what's wrong with the text. (Too informal, doesn't follow letter writing conventions).
 7. Elicit some of the kinds of things they will need to change to make it more formal (vocabulary, sentence structure, layout, paragraphing, greeting and close).
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