

INFORMAL LETTER WRITING

1. Class Description: The class consists of 05 female Grade 10 students between the ages of 14 and 15.

2. Lesson: Informal Letter writing

3. Time: 02 hours

4. Goal: Practice to write informal letters in day today life.

5. Objectives:

By the end of the lesson students will be able to:

- a. Identify situations that require informal letter writing.
- b. Identify elements of an informal letter.
- c. Understand essentials of informal letter content.
- d. Distinguish between formal and informal letters.

6. Material and Equipment needed:

- a. Writing Book
- b. Sample letters
- c. Online Screen
- d. power point presentation

7. Teaching Techniques:

- a. Activities
- b. Discussion
- c. Evaluation

8. Procedure:

Time	Activity	Interaction	Skills
10mins	<u>Feedbacks for the previous lesson</u> <ul style="list-style-type: none">Giving feedback to the students Activity 2 and 3 of the previous lesson.Students strengths and weaknesses in formal letter writing should be highlighted here.	T-Ss	

INFORMAL LETTER WRITING

5mins	<u>Warm up session</u> <ul style="list-style-type: none"> Discuss with the students about their previous friendly letter writing experiences. 	T-Ss Ss-T	Speaking
10mins	<ul style="list-style-type: none"> Ask the students some questions <p>Eg. <i>why do we write informal letters?</i> <i>To whom we write informal letters?</i></p>	T-Ss Ss-T	
5mins	<ul style="list-style-type: none"> Ask them to write down the parts of an informal letter. 		
5mins	<ul style="list-style-type: none"> Discuss the answers with the students and make corrections. 		Speaking
15mins	<u>Brainstorming session</u> <ul style="list-style-type: none"> Ask each student to describe a trip that they went. 	Ss-Ss Ss-T	Speaking
5mins	<ul style="list-style-type: none"> The students are encouraged to share their experiences with the class. 		
10mins	<u>Session 1</u> <ul style="list-style-type: none"> Using a power point presentation explain about the informal letters. (<i>Appendix 1</i>) Types of informal letters, language used and features of the informal letters are concerned in this session. Provide a sample of an informal letter to the students. (<i>Appendix 2</i>) 	T-Ss	

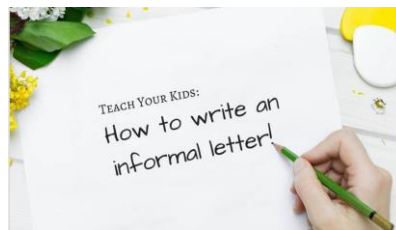
INFORMAL LETTER WRITING

10mins	<u>Activity 1</u> <ul style="list-style-type: none"> The students with the help of the teacher prepare a rough letter/ draft letter by describing the trip. First, write the main points to be added to the letter. Then organize the points in the order. Write a sketch of the letter. 	T-Ss	Writing
5mins			
10mins			
15mins	<u>Activity 2</u> <ul style="list-style-type: none"> While observing the sample letter the students are asked to complete the letter to their friend by describing the trip. The students are asked to send the photos of the answers to the teacher. The feedback to each student will be given in the class. Students strengths and weaknesses in informal letter writing should be highlighted here. 	T-Ss	Writing
15mins			

Appendix 1



informal letter
writing.pptx



INFORMAL LETTER WRITING

Appendix 2

Example of an Informal Letter

The diagram illustrates the structure of an informal letter. It features a central dashed box containing the letter's content. To the right of the box, a bracket groups the address and date, with a label 'Address' pointing to the address and a label 'Date' pointing to the date. To the left of the box, a bracket groups the greeting, opening, and contents, with a label 'Contents' pointing to the main body of the letter. To the right of the box, a label 'Sign off' points to the closing phrase, and a label 'Signature' points to the handwritten name.

No 11, Pearl Road,
43000 Kajang, Selangor
Malaysia

9 July 2009

Greeting → Dear Daniel,

Opening → How have you been? I hope my letter finds you in the best of health and spirits. It has been almost a month since I transferred to the boarding school.

Contents { I am very happy in my new school. The classes and dormitories here are very spacious and cozy. There are well-equipped science laboratories and a huge library with a great collection of books. Our school also has amazing sport facilities such as swimming pool, horse riding trek and archery range.

On the other hand, this school implements strict timetables. We are required to be punctual for all classes including academic and extracurricular ones. There is also a very strict discipline about uniform, behavior and cleanliness. Though it was difficult when I came here for the first time, I am now beginning to adapt to the rules here.

Ending → I believe my life here will be interesting and enjoyable. Although I have made many new friends here, I still miss you and our friends. Please, send my regards to your parents.

Yours sincerely, ← Sign off
Abraham ← Signature