



Lesson Plan For Unit 1 (Part 1)

 45 min

Theme: Showing Appreciation

Focus:	Grammar	Vocabulary	Comprehension	Writing
	The simple past tense	Sentences used in letter writing	Answering questions based on a letter	Writing a story based on pictures using helping words

Lesson Objectives

Students are able to

1. list common sentences used in letter writing,
2. answer questions based on a letter.

Resources

(Preparation to be done before the lesson)

1. Learning English Workbook 3
2. An envelope with a letter inside
3. Visualizer projector
4. Strips of paper that have complete sentences on them to form a letter
5. Bags to hold 5 sentences each

Introduction / Warm-up Activity (10 min)

1. Tell the students that you received a letter today in the post. Let them guess what the letter is about.
2. Open the envelope and read the letter quietly to yourself. Then, tell the students that it is a thank you letter from a friend. Elicit from the students why you have received a thank you letter.

Lesson (20 min)

1. Show the thank you letter on the visualizer projector. Read the contents of the letter with the students. Ask the students questions about the thank you letter to check that they have understood the contents of the letter.

Example:

- What is the purpose of the thank you letter?

2. Go through the thank you letter once again. Focus on the greeting, body and closing of the letter. Consider the different ways to greet in a letter.

Example:

- Dear Kim / Dearest Kim / Hi Kim

Discuss what the body of a thank you letter should contain. You may want to highlight some common phrases used in a thank you letter.

Example:

- I appreciate ... / ... especially grateful ... / Thank you ...

Consider the different ways to close the thank you letter.

Example:

- With best regard / Love / Sincerely

3. Elicit from the students the different occasions whereby they can write a thank you letter.

Example:

- Write a thank you letter to a friend for his hospitality when you were on holiday.

Additional Activities / Closure (15 min)

1. Put the students in groups. Each group is given a bag with 5 sentences in it. All the sentences when put together in the correct order makes up a thank you letter. The students have to decide which sentence comes first. Help them with the first sentence in the body of the letter and let them try solving the rest of the sentences themselves. The sentences can be put on the visualizer projector so that everyone can see them.
2. Tell the students to turn to **page 5 of Learning English Workbook 3**. Get them to read the sentences in the box on **page 5**. You may want to go through two of the questions and elicit the answers from the students. You may want to walk around the class to do a random check on the students' work. Get the students to complete their work and hand it in to you.

Homework

1. Ask the students to complete **pages 6 – 9** as homework. Read the letter together with the students. Explain any words or phrases that may be unfamiliar to them. Go through at least three questions with the students and elicit the answers from them. Get them to tell you where or how they derived the answers.
2. Students should either write their homework details in their student handbooks or fold the pages of their workbooks.

Optional Activity

1. Encourage the students to write a thank you letter to one of their parents/grandparents. Discuss with them why they should show appreciation to their parents/ grandparents for the things they have done for them. You may want to show them a sample letter so that they have a better idea of what to write in the letter.