

# LESSON PLAN

<b>Subject</b>	English
<b>Topic</b>	Letter Writing (Writing Skills)
<b>Date</b>	dd/mm/yyyy
<b>Class</b>	IX-XII
<b>Duration</b>	40 minutes

## 1 Learning Outcomes:

- 1.1 To recall the basic structure of sentence.
- 1.2 To recognise the types of letters.
- 1.3 To compose different types of letters in day-to-day life.
- 1.4 To improve social skills – sending greetings, saying ‘thank you’, sending an invitation, offering help or support etc.
- 1.5 To exchange ideas and opinions.
- 1.6 To write about some personal experience.
- 1.7 To create interest of students in English language.
- 1.8 To ask for information – formally or informally.
- 1.9 To enable students to write good/correct English.

## 2 Learning Objectives:

By the end of the lesson, the students will be able to –

- 2.1 recall the basic structure of sentence.
- 2.2 recognise the types of letters.
- 2.3 compose different types of letters in day-to-day life.
- 2.4 improve social skills – sending greetings, saying ‘thank you’, sending an invitation, offering help or support etc.
- 2.5 exchange ideas and opinions.
- 2.6 write about some personal experience.
- 2.7 create interest of students in English language.
- 2.8 ask for information – formally or informally.
- 2.9 enable students to write good/correct English.

## 3 Learning Resources:

- 3.1 Flash Cards
- 3.2 Presentation on Letter Writing
- 3.3 Smart Board/ Chalk Board

## 4 Previous Knowledge Assumed:

It is assumed that-

- 4.1 students have basic knowledge about sentence formation and basic to intermediate lexical terms and idioms.
- 4.2 students know the purpose(s) for writing letters.

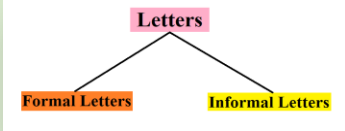
## 5 Previous Knowledge Testing:

5Es	Teacher's Activity	Students' Response	Chalkboard/ Interactive Board Activity
Engage  Explore	What are the means of communication now-a-days?	E-mail, SMSs, sending messages on social media (WhatsApp, Facebook, Twitter, Discord etc.) etc.	
	What were the means of communication in olden times?	Pigeons, Messengers, Telegrams, Letters etc.	
	Do you know how to write letters?	No response	

## 6 Announcement of the Topic:

Well dear students, today we will discuss writing skills topic 'Letter Writing'.

## 7 Presentation:

5Es	Teacher's Activity	Students' Activity	Chalkboard/Interactive Board Work
Explain	<p>First of all, the teacher defines the term 'letter'.</p> <p><b>Definition of Letter:</b> A written message conveyed from one person to another.</p> <p>We come across various types of letters in our day-to-day life:</p> <ul style="list-style-type: none"> <li>• Letter to friends or family</li> <li>• Letters to Principal</li> <li>• Letter to Editor</li> <li>• Letter to Authorities</li> <li>• Business Letters</li> <li>• Job Applications</li> </ul> <p>We can broadly classify them in two categories.</p> <ul style="list-style-type: none"> <li>✚ Formal Letters</li> <li>✚ Informal Letters</li> </ul>	<p>Students are carefully listening to the teacher and writing main points in their notebooks.</p> <p>After the teacher completes his explanation, students ask their doubts (if any).</p>	<p><b>What is a Letter?</b></p> <p>A letter is a written message conveyed from one person to another person.</p>  <pre> graph TD     Letters[Letters] --&gt; Formal[Formal Letters]     Letters --&gt; Informal[Informal Letters]   </pre>

<b>Elaborate</b>	<p>Now the teacher describes two types of letters: <b>Definition of Formal Letters:</b> A formal letter is a letter, written in formal language, in fixed format, for official purpose.</p>	<p>Students are listening carefully and clarifying their doubts (if any). The students are taking notes in their fair notebooks.</p>	<p style="text-align: center;"><b>1. Formal Letter</b> A formal letter is a letter, written in formal language, in a fixed format, for official purpose.</p>
	<p><b>Definition of Informal Letters:</b> A letter written in a friendly manner, to someone you are familiar with, is called informal letter.</p>	<p>Students are listening carefully and clarifying their doubts (if any). The students are taking notes in their fair notebooks.</p>	<p style="text-align: center;"><b>2. Informal Letter</b> A letter written in a friendly manner, to someone you are familiar with, is called informal letter.</p>
	<p>Now the teacher explains the types of formal letters:</p>	<p>Students are listening carefully and clarifying their doubts (if any). The students are taking notes in their fair notebooks.</p>	<p style="text-align: center;"><b>Types of Formal letter</b></p> <ol style="list-style-type: none"> <li>1. Letter to the Editor</li> <li>2. Letter to the Authorities (Official letter making Complaint)</li> <li>3. Letter to the Principal</li> <li>4. Business letter</li> <li>5. Application letter for job</li> </ol>
	<p>The teacher now explains the tips and tricks to write a formal letter:</p> <p style="text-align: center;"><b>The following points need to be taken into consideration while writing a Formal Letter-</b></p> <ol style="list-style-type: none"> <li>a. A Formal Letter strictly follows the prescribed Format for writing a Formal Letter.</li> <li>b. Use of colloquial words, contractions and slang language should be restricted while writing a Formal Letter.</li> <li>c. A Formal Letter must be precise and to the point.</li> </ol>	<p>Students are listening carefully and clarifying their doubts (if any). The students are taking notes in their fair notebooks.</p>	
	<p>Now the teacher goes on explaining the format for formal letter and the terms used in the format:</p>	<p>Students are listening carefully and</p>	

**1. Sender's address:**  
The address and contact details of the sender are written here.

**2. Date:** The date is written below the sender's address

Sender's address
Leave a line
Date
Leave a line
Receiver's Address
Leave a line
Subject
Leave a line
Salutation

Evaluate	<p>3. <b>Receiver's address:</b> The address of the recipient of the letter (Officer / Principal / Editor) is written here.</p> <p>4. <b>Subject of the letter:</b> The main purpose of the letter forms the subject. It must be written in brief. It must convey the matter for which the letter is written.</p> <p>5. <b>Salutation:</b> (Sir / Madam / Dear Sir / Dear Madam)</p> <p>6. <b>Body:</b> The matter of the letter is written here. It is divided into 3 paragraphs as follows -</p> <p>Paragraph 1: <b>Introduce</b> yourself and the purpose of writing the letter in brief.</p> <p>Paragraph 2: Give a <b>detail</b> of the matter.</p> <p>Paragraph 3: <b>Conclude</b> by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).</p> <p>7. <b>Complimentary Closing:</b> (Yours faithfully / Yours sincerely)</p> <p>8. <b>Sender's name, signature and designation</b> (if any)</p>	<p>clarifying their doubts (if any). The students are taking notes in their fair notebooks.</p>	<p>(Both of these should be explained thoroughly)</p> <p><b>Sender's address</b>  <b>Date</b>  <b>Receiver's address</b>  <b>Subject of the letter</b>  <b>Salutation</b>  <b>Body</b>  Paragraph 1: <b>Introduction</b>  Paragraph 2: <b>Details</b>  Paragraph 3: <b>Conclusion</b>  <b>Complimentary Closing</b>  <b>Sender's name, signature and designation</b></p>
	<p>Sample letter for clarifying doubts regarding</p>		<p>28 Adarsh Nagar  Rohtak ← <b>Sender's address</b></p> <p>6th July 2020 ← <b>Date</b></p> <p>The Editor  The Tribune  Chandigarh ← <b>Receiver's address</b></p> <p>Subject - <u>Increasing environmental pollution</u></p>

<p><b>format of formal letter:</b></p>		<p>Through the column of your esteemed/prestigious newspaper, I would like to draw the attention of the concerned authorities towards the need of creating awareness about increasing environmental pollution.</p> <p>Environmental pollution is the biggest problem these days being faced by modern man. All advancement becomes useless if a man does not get the very basic necessity of life, i.e., fresh and pure air and water. And only trees can do this service to man. Unluckily man, in his ignorance, has so far been destroying his very benefactors. Increasing population and their growing needs have added to this problem alarmingly.</p> <p>Various steps need to be taken to keep the environment free from pollution. More attention should be paid to afforestation. In fact, environmental awareness is a social necessity. It is not only the duty of the government, but also a social responsibility of each and every individual to help in keeping the environment free from pollution. It is a service not only to oneself but also to the entire humanity. Kindly publish my views in your newspaper and oblige.</p> <p>Yours faithfully ← Complimentary Closing  <i>Ramesh Sharma</i> → Sender's signature and name  (Ramesh Sharma)</p>
		<p>Paragraph 1</p> <p>Paragraph 2</p> <p>Paragraph 3</p>

## 8 Recapitulation

Teacher's Activity	Students' Response
<p>The teacher will ask the following questions:</p> <ul style="list-style-type: none"> <li>• What is a letter?</li> <li>• How many types of letters are there? Name them.</li> <li>• What is a Formal letter?</li> <li>• What is the format of a formal letter?</li> </ul>	<p>Students will give answers of these questions.</p>

## 9 Homework/Activity

9.1 Write letters on the following topics in your fair notebook-

- 9.1.1 You are Abhinav/Abhilasha of B-22, M.C. Colony, Bhiwani. You are concerned about an increase in road accidents in your city. Write a letter to the editor of The Tribune suggesting ways and means to check these accidents.
- 9.1.2 You are Shobha/Shubham of 122, Vikas Nagar, Hisar. Your colony is facing a problem of supply of polluted and dirty water for a long time. On behalf of the residents of your colony, write a letter to the Chairman, Jal Board Nigam, Panchkula complaining about the same and resolving it as soon as possible.

9.2 Refer to the library or to the internet to read letters written by famous personalities and freedom fighters.