

LESSON PLAN

A. REPERE GENERALE

Școala: COLEGIUL TEHNIC GHEORGHE CARTIANU

Cadru didactic: VENIAMIN LOREDANA

DISCIPLINA: LIMBA ENGLEZA

Data : 14.11.2022

Unitatea de învățare (capitolul) : THERE IS NO PLACE LIKE HOME

Subiectul lecției: (al temei de predat) INFORMAL LETTERS/EMAILS

Tipul lecției: SKILLS

Durata : 50 min.

Lesson Aims:

1. to introduce the topic of the lesson: letters
2. to present Ss the main features of a letter
3. to familiarize Ss with the layout and style of a letter
4. to practise language used in a letter
5. to develop the writing skills of the Ss

Materials :

- textbook
- computer
- blackboard
- handouts

Warmer: Checking homework (exercise 4, page 71)

Timing: 5 minutes

Activity 1

Aim: a warm-up activity to introduce Ss to the topic and to practise the speaking skill

Procedure:

1. T asks Ss some questions: What do you think about letters? Do you believe them to be old fashioned? What do you know about writing letters?
2. Ss give their opinion freely
3. T then gives the Ss the handouts and gives them information on the types of letters and their writing style
4. Two Ss read the examples from the handout

Interaction: T-S; S-T

Timing: 10 minutes

Activity 2

Aim: a predictive activity about the layout of letters.

Procedure:

1. T asks the Ss the question: What kind of information do you think you should provide in a letter?
2. Ss give their opinion freely
3. T writes their ideas on the Bb
4. Then T asks the Ss to focus on the differences between the formal and the informal style and point them to the T.

Interaction: T-S; S-T

Timing: 10 minutes

Activity 3

Aims: - to allow the learners to explore the relationship between purpose, audience, and appropriate language use;

- to guide the students through the process of writing original e-mail messages or letters demonstrating the effect of purpose and audience on language use and word choice.

Procedure: The teacher distributes the Internet Abbreviations and Shortcuts handout to each student, or shows the chart on an overhead projector. He allows students time to expand each abbreviation.

As the teacher discusses the abbreviations and their meaning, the class can add to the list. The students are allowed to share only abbreviations that are appropriate for the classroom community.

Expanded Internet Abbreviations and Shortcuts

TOY	thinking of you
FYI	for your information
B4	before
KIT	keep in touch
TNX	thanks
GBH	great big hug
BCNU	be seein' you
PLS	please
R&R	rest and relaxation
4ever	forever

ASAP	as soon as possible
OIC	oh I see
ILY	I love you
BC	because
LOL	laughing out loud
CU	see you
SFSG	so far so good
NOYB	none of your business
ABT	about
JK	just kidding
IOW	in other words
KWIM	know what I mean
BTW	by the way
POV	point of view
NE1	anyone

Dr. Principal Smith,

How r u? Just shooting you an em to ask u 4 the new txtbks. The class is going SFSG. BTW, the students have been asking abt the field trip. Could you pls em me back b4 2 long to work out the details? Thnx. TTYL.

Mrs. Jones

Interaction: T-S; I

Timing: 20 minutes

Homework: To write a letter to an English friend to thank him for a wonderful week-end in London.

