

LESSON PLAN

Subject: English

Topic: Letter Writing

Grade level: Elementary

Sub topics:

- Understanding the elements of a letter
- Learning how to compose a letter

Learning Objectives:

- Children will identify the key elements of a letter using sample letters.
- children will learn how to compose a letter on their own for various purposes.

Material Required:

- Basic Stationary
- Blackboard

Icebreaker: Gathering our thoughts

Before we write anything, it is important that we gather our thoughts, select a tone for our writing, and form the structure for our writing piece. All this should be done prior to the actual writing.

We do this when we prepare ourselves for the writing process.

Children will be given the following topic and will be asked to write down the points that come to their mind based on it. The ice breaker will help them gather their thoughts.

- About myself (any 5-6 points).

Ask students how do they communicate with each other. The answers most probably will be by talking or chatting over social media platforms.

Here, with the help of these examples children shared, introduce the concept of two types of communication which is Oral and Written Communication.

Put emphasis on the "Written Communication" and now ask students about ways how people used to communicate with each other in older times when there were no telephones or phones.

Here, the students most probably will reach to the point of this lesson which is "Letter Writing".

Acknowledge their answers and introduce the concept of letter writing.

What are letters and do we really need them nowadays?

A letter is a written message that is conveyed from one person to another through a medium. It can be either handwritten or printed.

Nowadays, people hardly write letters to each other. We have various means of communication like whatsapp, mails, cell phones, etc.

In older times, people also used to write letters and send them via pigeons. These pigeons were specially trained and were called the homcoming pigeons .

Then, with time, pigeons were replaced with post offices whose main function was to deliver the letters at their intended address and this was done by the post man. Explain this with the example of online shopping. As today you get the delivery of the items you purchased online from platforms like Amazon, Flipkart, etc, the letters are delivered in the same manner.

COMPONENTS OF A LETTER...

After introducing letters, now instruct kids how to write letters by enlisting the main parts of a the letter which are:

- The heading: This includes the address, the date and the subject.
- The greetings: The greetings can be formal or informal, for example, Dear David, Hi David!
- The body: It has the main text where you write the letter.
- The complimentary close: It is a short expression of a few words to close the letter.
- The signature line: It is the name of the person who has written the letter.

Now, here explain them that these components are arranged in different way and contains different type of information in different letters. This takes us to the next step of the letter writing which is TYPES OF LETTERS.

- INFORMAL
- FORMAL

INFORMAL LETTER

Informal letters are personal letters that are usually written to parents, family members and friends.

They are not written for official purposes.

An informal letter has following parts -

- address of the sender
- date
- greeting
- body of the letter
- name of the sender

Give children a sample of an informal letter before they attempt writing a letter on their own.

Inviting a friend to my birthday party.

469
Park street
Virginia
USA

17 July 2023

Dear Carol,

Hope you and your loved ones are doing healthy and well. I am also doing good. I am writing this letter to invite you to my birthday party which is on 21 July 2023.....

.....It has been really long since we have seen each other and I would love to have you at the party.

Yours lovingly
Margot

ACTIVITY 1:

A book fair has been organized in your city after a long time. You got an opportunity to visit the fair with your parents and also bought some of your favourite books from the fair. Write a letter to one of your friends in your class sharing how you felt, what all did you see there, the kind of books you found and other details.

After students are familiar with informal letter, introduce the other type of letter writing which is "FORMAL LETTER".

FORMAL LETTER

Formal letters are letters that are usually written to for official purposes for example to principals, officers, etc. They do not address personal questions.

A formal letter has following parts -

Designation of the receiver

- address of the receiver
- date
- address of the sender
- subject
- body of the letter
- name of the sender

Give children a sample of a formal letter before they attempt writing a letter on their own.

Writing a Thank you letter to the Principal for organizing the painting competition in the school.

To the Principal
ABC School
Park street
Virginia
USA

Date: 17 July 2023

489
Park drive
Virginia
USA

Subject: Expressing gratitude for organizing the painting competition in the school.

Dear Sir,

I am Mathew, a student in the elementary class. I participated in the painting competition organized by the school and enjoyed it immensely. I am deeply grateful for the opportunity the school is giving the students.

.....
.....I would once again like to express my gratitude for organizing the event and look forward to more such events in the future.

Yours sincerely
Mathew

ACTIVITY 2:

Based on the learning level and the understanding of the child, give any of the two letter writing exercises given below.

- You were selected for a science fair in place of a child who had viral fever. The child has now recovered and will now join back and you have been told that he will take his position back. Write a letter to your class teacher that you were really looking forward to participating in the science fair and had even prepared for it.
- Write a letter to your class teacher informing him/her about the problems you face understanding a difficult subject at school. Also mention about the extra practice that you have been doing that in subject and talk about the help you need from the teacher in that area.

Now as students have understood about the basic of letter writing and its types, Summarize the topic by highlighting the difference between the both types of letters

| FORMAL LETTER | INFORMAL LETTER |
|---|---|
| We use formal words like please, kindly, sincerely, faithfully. | We use informal words like lovingly, how are you, |
| They are written for official purposes and the tone is serious. | They are written to friends and family and the tone is friendly and casual. |
| We always mention the subject in a formal letter. | We never mention the subject in an informal letter. |

PRACTICE TIME:

TOPICS FOR FORMAL LETTER WRITING

- Write a letter to the sanitation department of the your locality telling him about the situation of your street.
- Write a letter to the public health department appreciating them about the health facilities in your city.
- Write a letter to your teacher thanking him for the books he has bought for the class library.
- Write a letter to the school principal thanking him for the school fest he has organized for the elementary grades.

TOPICS FOR INFORMAL LETTER WRITING

- Apologizing to a friend.
- Writing a letter to a friend to lend him a book.
- Write a letter telling your friend about your summer vacation.
- Write a letter to your cousin who is about to come to your city after almost 5 years.