

Letter Writing Lesson Plans

This packet contains:

Page 1-2: Stand-alone lesson plan to help learners write a thank you letter based on a business letter model.

Page 3-17: Unit on letter writing to help learners prepare for the GED and be informed and active members of the community. Includes sample letters.

Lessons were developed by Lisa Mullins, Hawkins County Adult Education. Additional sample letters were provided by Gale Warren, Weakley County Adult Education.

Letter-Writing Lesson

Objectives:

1. Identify parts of a business letter
2. Understand positive tone in writing
3. Use a checklist and rubric to check for accuracy
4. Write a business letter

Activity:

Brainstorm a list of reasons you might need to write in clear, correct form

- Complain or compliment a product, service, or organization
- Influence someone to do something- build a skate park, repair roads in neighborhood, continue education programs such as Adult Education, Head Start, and Even Start
- Impress someone- officials, employer, community members, voters
- So that the person you are communicating with will take you seriously

The class discussion will lead to the agreement that letters would serve the purposes.

The teacher should have an example of a business letter. Use the example to identify the parts of a letter. The letter should include a return address, an inside address, date, salutation, well written body, closing, and signature. A discussion of each part will include naming, labeling, and defining the parts of a letter. Use workbook exercises to show examples of correct punctuation and provide a short practice activity.

The class should examine the body of the example letter. On the board, list some characteristics of the body. Identify the message the letter is communicating, the tone of the letter, and the quality of the writing. Look at the sentence structure, variety of sentences, and structure of the paragraphs. With all this in mind, create a checklist of criteria for the final product. Also, introduce the GED essay rubric.

Carry out the activity of writing a business letter. In pairs, read and use the checklist and the rubric to determine the quality of the final product. The teacher reads the letter and provides final feedback. The students should make corrections and revision. Rewrite the letter if needed. Reflect on the learning activity and how it could be useful skill to all the students.

Thank You Letter Writing Lesson Plans

Chao Zhang



Thank You Letter Writing Lesson Plans:

Thank You Letter Writing Lesson Plans Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Thank You Letter Writing Lesson Plans**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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