

LESSON PLAN

Subject: English language
Grade 7: SP 11
Term/Unit: Term 1, Unit 1
Unit Title: Our Personal Identity
Focus Strand: Writing (Communication)
Topic: Writing Business Letters
Sub-topic: Letter of Request
Date: September 4, 2019

Objectives:

Students should be able to:

- Use business letter format to compose a letter of request¹
- Use linking /transitional words to signal transition in their writing
- Construct paragraphs to organize their ideas
- Use a checklist to guide the review of written work
- Work cooperatively with their peers in responding to elements of the letter of request²

(NSC – Term 1, Unit 1, Communication (Writing) Objectives 1, 2, 4 and 5)

Prior Learning

Students are already familiar with the following:

- ✓ The business letter format, tone and style, which they would have covered to some extent in primary school; that is, mainly grade 6.
- ✓ Transitional words and phrases which they have covered in Grade 6 and in earlier lessons in this term and unit

However, for most of these students, support is required in reviewing what they already know and ensuring that the critical elements are reinforced.

¹ This objective has been modified to make it more specific. Its position as it appears in the guide has also been shifted to match the focus of the lesson

² This objective has been added to address the affective domain.

Engagement

View a pre-prepared role-play³ by peers in which the manager of a company communicates a monologue as he reacts to different letters of request sent to him by different staff members

He reacts to the following elements in one set of letters:

- ✓ The poor presentation of the letters
- ✓ The inappropriate formats of the letters – one address, friendly salutations, no paragraphing, wrong tone,
- ✓ Jumbled/unclear content
- ✓ Disjointed sentences

He then finds one letter that is appropriately written and praises the presentation, format and content and tone and then considers which websites could assist most of his workers in writing better formal letters of requests?

Students then summarise the content of the role- play by contrasting the appropriately written and inappropriately written letters. Briefly say how they could improve one inappropriate letter by

- ✓ Including missing aspects of the business letter format
- ✓ Including/improving paragraphs
- ✓ Using/Linking/ transitional words to connect ideas and paragraphs
- ✓ Improving the tone of the letters

Compare two of the letters the manager examined and say how the second sample improves on the first.


Sample Letters

³ Please note that role play should not only be in Jamaican Creole. In this context, the manager could deliver his monologue in Standard Jamaican English

September 5, 2019

Dear Mr. Duhaney,

We are hot in the kitchen. As workers we are sweating every day. We told the supervisor. We feel bad about ourselves. He said we should be happy for a job. He said we should stop complaining. He said only managers get fans. Please give us a big fan in our space so that we can work well.

 Chicken Meals R Us
5 Dublin Plaza, Regal Bay

September 5, 2019

Mr. Bob Duhaney,
Manager
Chicken Meals R Us
5 Dublin Plaza
Regal Bay

Dear Mr. Duhaney,

RE: Request for Ceiling Fans

We the kitchen staff are kindly making a request for the installation of some ceiling fans in the kitchen. We need these so that we can perform our job well.

The kitchen is very hot and since summer, it has become worse. Although we wear our cook hats and have our face rags, we are sweating so much that we think it is not hygienic for us to be preparing food in this situation.

We have spoken to our supervisor about the problem but nothing has been done to help us. He thinks we should be satisfied with the situation.

We know that you really care for your workers so we hope that you may assist us soon with the fans that we may be able to deliver quality work.

Yours truly,
The Kitchen Staff

Exploration (Group 1)

Group 1

Pretend that they are some of the workers at the company above who need help in letter writing. Based on the manager's suggestion, visit the following websites to read more about formal letters and the letter of request at the following links or from a handout.

<https://www.embibe.com/exams/formal-letter-format-for-school/>

<https://targetstudy.com/letters/request-letter/how-to-write-request-letter.htm#FullBlockStyleFormat>

Use the checklist below to sort four (4) letters under two columns – “Appropriate’ and’ Inappropriate’

CHECKLIST FOR LETTER OF REQUEST			
	ITEMS	Yes	NO
1.	The presentation is acceptable.		
2.	The format is acceptable		
3.	The tone is satisfactory.		
4.	Paragraphs are well-developed.		
5.	Transitional words are used well to link sentences and paragraphs		
6.	The request is clearly stated at the beginning		
7.	A reason is given for the request		
8.	Supporting points are outlined		
9.	There is a closing statement.		

Explanation (Group 1)

Share findings on letters explored. Use checklist to provide justification for placing a letter in a particular category.

Discuss the findings of peers, where relevant.

N.B. Teacher conducts periodic brief assessment checks during this exercise at different points of the Exploration and Explanation while Groups 2& 3 are attempting certain tasks.

Exploration (Groups 2 & 3)

Participate in a mini-lesson on *Letters of Request*. Read the sample letter below and identify the following:

- ✓ Direct Opening or introductory Statement about the request
- ✓ Reason for making the request
- ✓ Closing statement

Stars Unlimited High
2 White Avenue
Meadow City

Dear Ms. Brown,

RE: Request for Student meeting

SUBJECT

I am one of your form students - Karen White from Class 7A. I am kindly requesting a meeting with you and some of my classmates who are making me very uncomfortable and unhappy about myself. I have not yet told my parents about the problem because I do not want them to be worried. **REQUEST**

Since I entered this new school and this class, some students who call themselves 'The Hot Club' have nicknamed me "Head". I have told them that I do not like it but they keep saying that I have a very big head and I must get used to the name. Miss Brown, I was born with this head and I am already uncomfortable with the size. Therefore, I do not want anyone to make it worse for me by teasing. Every day I walk home crying and cry myself to sleep at night because of this cruel name. I am hardly eating and I cannot focus on my school work. **REASON**

I am hoping that you will organize this meeting as soon as possible to help me or I may just give up on everything. **CLOSING STATEMENT**

Yours truly,

Karen White

Explanation (Group 2)

In pairs, explain the different parts of the letter of request.

Elaboration (Group 1)

Group 1

In pairs, use the same writing checklist above to develop their own letters of request relating to one (1) of the following:

- Having resource persons, they consider to be positive role models come in to give talks at their school
- Permission to have worship sessions at school in their own religious/denominational groups

N.B. Teacher conducts periodic brief assessment checks during this exercise while Groups 2& 3 are attempting some aspects of their elaboration tasks.

Elaboration (Groups 2 & 3)

In pairs, complete the letter puzzle below by filling in the template with the appropriate letter pieces displayed below it, then copy the letter parts on their work sheets and with teacher assistance, develop the missing paragraph. Use link words, where appropriate, to connect sentences as they write.

Letter Puzzle

<p>Address or letterhead of Sender (If letterhead, place at top centre)</p> <p>Date</p> <p>Name of Receiver</p> <p>Title Of receiver</p> <p>Address of receiver</p> <p>Greeting/Salutation</p> <p>Subject Line</p> <p>Paragraph 1</p> <p>Opening or introductory Statement about the request</p> <p>Paragraph 2 (or 2 and 3)</p> <p>Reason for the request (one or two paragraphs)</p> <p>Paragraph 3 or 4</p> <p>Closing Statement</p> <p>Complimentary Close</p>
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We look forward to your response so that we may begin to prepare ourselves for the concert.

FAST SUCCESS HIGH SCHOOL
GRADE 7C

September 7, 2019

Dear Mr. Smith

Mr. Carl Smith
Principal
Fast Success High
School
23 Park Avenue
Cool Valley

Yours faithfully,
Students of Grade 7c

I am kindly requesting that we be allowed to share on poems on personal identity at our Student Concert on the evening of November 2, 2019.

Evaluation

Assess students' ability to

- ✓ Identify the general elements of a business letter
- ✓ Identify the critical elements of a letter of request
- ✓ Compose/Complete well-written letters of request reflecting general elements of a business letter and specific elements of a letter of request
- ✓ Work cooperatively with their peers as they analyse and write/complete letters of request

Teacher Reflection: