Reading

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| ☐ Listening ☐ Speaking ☐ Reading ☐ Grammar ☐ Writing |
| **Topic: A friendly Letter** |

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| Instructor: Lisa  (Oh seung eun) | Level: High Beginners | Students: 4 | Length: 30min |

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| Materials: Some pictures for the topic  4copies of the reading text “A friendly letter.”  4copies of the worksheet, vocabulary worksheets  A board, makers, papers, pens, stickers |

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| Aims:  -To develop intensive reading skill by answering a guiding question to find out main idea and answering the questions to understand the details.  -To learn about how to write a letter from the text, answering questions, and writing a friendly letter.  -To learn “a friendly letter” related vocabulary by doing a scrambled worksheet, explaining the meaning on worksheet and answering concept check questions. |

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| Language Skills:  -Reading: Comprehension questions and the text  -Speaking: Partner discussion to answer the guiding question  -Writing: A friendly letter  -Listening: Teacher’s instructions and partner discussion. |

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| Language Systems:  -Lexis: “friendly, dear, write back, sincerely, date, capital letter, greeting, capitalization, sentence, question mark, capitalize, closing, end, comma  -Phonology: practicing new vocabulary  -Function: Writing a friendly letter |

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| Assumptions:  -Ss know the teacher’s style of teaching  -Ss like participation for teacher’s lesson.  -Ss can speak and write in English but not very accurately.  -Ss don’t know how to skim and scan, and so Ss need to be directed what and when to skim an d scan |

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| Anticipated Errors and Solutions:  -Ss may have different pace in reading the text.  -Some Ss will have difficulty in doing the comprehension question worksheet.  Have Ss do themselves first and give some help. If they still don’t know, explain it.  -If Ss need more time to finish their activity (cut-off plan)  Be flexible with the time. Give Ss more time to finish their activity and cut off the time of post activity.  -If Ss finish their activity early (SOS plan)  Give Ss an extra worksheet. |

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| References:  -www.google.com  -www.englishbus.kr  -Hackers.co.kr |

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| **Lead-In (present)** | | | |
| Materials: some pictures (power point) | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 3min | Whole  class | Listen and look at some pictures  The letters.  She is reading a letter.  Answer it.  “about congrats”, “make an appointment.”, “How are you”… | Procedure:  Hello, welcome to my reading class.  I’m going to show you some pictures first.  (Show them some pictures about “a friendly letter”)  What is it? (Eliciting to introduce the topic)  What is she doing?  What kinds of letters did you get so far?  Here this letter is a friendly letter with today’s lesson.  Let’s check it out together. |

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| **Pre-Activity (present)** | | | |
| Materials: vocabulary worksheets, pens | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 5min | Whole  class  Individually | New vocabulary meaning check together  Listen the instruction  See teacher’s demonstration.  Answer  (Yes)  (put the letters in the right order it) (3min)  Put the answers.  Check together | Procedure:  Before we read the text, we’re going to learn some new vocabulary.  **1.Vocabulary (New and Key)** words to know: “friendly, dear, write back, sincerely, date, capital letter, greeting, capitalization, question mark, closing”  **-Instruction**  All of the scrambled words below are “a friendly letter” vocabulary words.  Can you put the letters in the right order to spell the different words correctly? Careful! Some of the “words” are made up of two words. I’ll give you 3min.  **-Demonstration**  Here is an example. “write back” on your worksheet is two words.  Correct it and check the vocabulary.  **-CCQ**  **Are there two words on the worksheet?**  **(Yes)**  **What are you supposed to do?**  **(put the letters in the right order to it)**  **How much time do you have? (3min)**  Here you go.  (Distribute the worksheet and monitor discreetly)  1min left!  Let’s check the answers together.  (check all the answers orally with the Ss.)  And the next, we’re going to read our text.  “A friendly letter” |

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| **Main Activity (practice)** | | | |
| Materials: the reading texts, a board, markers, worksheets, pens | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 8min | Whole  Class  2pairs in a group.  Whole  Class  Individually  Whole  class | Concentration.  Skim the text.  Think about a guiding question.  Some notes.  Answer “yes”  “2min”  “no”  Discuss it.  Answer it.  “we usually put my friend’s nick name.” or “I usually draw a character on it after writing a letter.” And so on….  Answer it  “3 questions”  “yes”  “2min”  “no”  Scan the text.  Read the 3 questions.  Put the answers on it.  “No”  1.a-“with a capital letter.”  “Yes” | Procedure:  **1.Skimming for the Main Idea**  (T writes the guiding question on the board)  How do people usually write a friendly letter?  **-Instruction (Give them the text)**  Skim the text. Think about this question when you read. You have 2min. Work alone.  **-CCQ**  **Are you going to think about this question? (Y)**  **What time do you have? (2min)**  **Do we work it together? (N)**  Now, turn over your reading text. Discuss the question on the board with your partner. Make 2pairs each.  (Monitor discreetly)  (T checks the Ss’ answer)  What are you think? Ask a question.  Good answers. Next,  **2.Scanning for Details**  **-Instruction**  Read the worksheet. There are 3 questions. This time, scan the text and find the answers to the questions.  You have 2min. work alone.  **-CCQ**  **How many questions on your worksheet? (3 questions)**  **Are you going to scan? (Y)**  **How much time do you have? (2min)**  **Are you going to work together? (N)**  All right! Here you go.  (Distribute the work sheet)  (Monitor discreetly)  Do you want to have more time?  If they answer ‘no’, check the answers together.  What is the answer for question number1?  Do you agree with the answer?  (same for questions 2 and 3)  (If there are any wrong answers, correct them with Ss.) |

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| **Post Activity (production)** | | | |
| Materials: papers, color pens, pens, stickers | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 2min  10min  2min | Whole  class  Individually  Whole class | “feel like flying!”  “feel like beating, soaring, skyrocketing”  Listen teacher’s instruction.  Answer it “10min”  “No”  Write a letter.  Show their letter.  Read it.  Answer it “Yes”  “I learn Capital letter.”  “I learn Sincerely.”  “A friendly letter” | Procedure:  **1.Free Production**  How do you feel when you receive a letter from your favorite men?  Now, we are going to write a friendly letter.  **-Instruction**  Write a friendly letter to your classmates or your favorite teacher. Use color pens to draw or write. You have 10min.  Work alone.  **-Demonstration**  Write “a friendly letter” using colored pen.  **-CCQ**  **How much time do you have? (10min)**  **Are you going to work together? (N)**  (Distribute paper, pens, and stickers)  (Monitor actively)  T: You have 1 min.  Show your Letter and read what you wrote.  **2.Feedback**  Did you have fun today?  What did you learn something about the topic?  I hope you enjoyed today’s lesson.  Today is our last day. No more lesson. Good-bye! |

Reading

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| **SOS Activity** | | | |
| Materials: reading worksheets1 and 2, pens | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 10min | individually | Listen teacher’s instruction  Do their worksheet.  Read it worksheet.  Find out the answer from the text message chain.  Do their worksheet. | Instruction  -This is the text message chain.  Do your worksheet1.  -Check the answer and errors correction    Do your worksheet 2and 3.  -refer to the text message chain.  -check the answer together. |

1. How should the first word in a sentence begin?

Comprehension Questions

1. With a capital letter
2. With the greeting “Dear”
3. With a comma
4. Fill in the blanks.
5. A letter should have the ( ) at the top.
6. Use question marks at the end of ( ).
7. Use a ( ) letter for the names of people, places, or things.
8. Write the correct word and the meaning.

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| Capital letter , capitalization , closing |

1. ( ) : an ending
2. ( ) : an upper-case letter, such as A, B, or C
3. ( ) : the using of capital letters

 **A Friendly Letter** **Word scramble**

New vocabulary worksheet

All of the scrambled words below are “a friendly letter” vocabulary words. Put the letters in the right order to spell the different words correctly. Some of the “words” are made up of two words.

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| yderifln | 1. |
| erda | 2. |
| rtakicweb | 3. |
| icrysnele | 4. |
| edta | 5. |
| atlprecialtte | 6. |
| reignetg | 7. |
| aptlztioaiacin | 8. |
| utnmrieqsoak | 9. |
| lsicong | 10. |

Questions 1-3 refer to the following text message chain.

Sos

Extra worksheet 1

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| **Karen Brewer** 7:45 a.m.  I was just online. I wanted to let you know we’re finally making internet sales! I bet it has to do with how you redesigned the site.  **Lauren Wilson** 7:52 a.m.  I’m glad to hear that. I’ve also been handing out flyers, and I’m thinking of having a commercial filmed. They’re so expensive, though.  **Karen Brewer** 7:54 a.m.  Yes, they can be rather pricey. Leave it for now. Meet me at the store.  **Lauren Wilson** 7:55 a.m.  OK. |

1. Why did Ms. Brewer contact Ms. Wilson?
2. To notify her of changes to a Web site’s design
3. To inform her that her work was effective
4. What is true about Ms. Wilson?
5. She distributed printed material.
6. She filmed a commercial.
7. At 7:54 A.M., what does Ms. Brewer mean when she writes, “Leave it for now”?
8. She hopes to maintain current advertising costs.
9. She would like to discuss a commercial later.

Extra worksheet 2

Question 1. Refers to the following text message chain.

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| Aaron Owen 5:04 P.M.  Should I do an inventory count / of the new books / when I come in / for the evening shift?  Jeff Clayton 5:05 P.M.  Don’t worry about that. I already did it. I need a hand / moving them/ to the basement storage area, though.  Aaron Owen 5:08 P.M.  Oh, OK. I’ll come to work 20 minutes early, and we’ll get it done then. |

Why did Mr. Clayton ask Mr. Owen for help?

1. To make a list of merchandise
2. To relocate some items
3. To put some products on display

Question 2. Refers to the following text message chain.

Extra Worksheet 3

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| Jenna Jackson 8:20 P.M.  I’ve invited our new neighbors, Ted and Eleanor, for dinner at my place on Saturday night. I thought you might like to join us. It will be at 7:30.  Lars Sorenson 8:23 P.M.  I’d love to come. Can I bring dessert? My apple cake is delicious.  Jenna Jackson 8: 24 P.M.  That would be perfect. Ted and Eleanor said they’d bring some wine. |

At 8:24 P.M., what does Ms. Jackson mean when she writes, “That would be perfect”?

1. She will be free to meet with the new neighbors on Saturday.
2. She would appreciate Mr. Sorenson’s offer.
3. She agrees that Mr. Sorenson’s apple cake is excellent.