

EIF Writing Lesson Plan: Invitation Letter

Name : Haiying Liao

Teaching time: 55 minutes

Target students: Public Elementary school Ss in Hawaii 6th grade – ESL

1.) What are you teaching?

- **Language points:** writing
- **Target language:** writing Invitations letter
- **Language skills:** writing
- **Skill focus:** write invitation letter in correct format

2.) What are your Student Learning Objectives for the lesson?

By the end of the lesson, SWBAT invite their friends to an event by writing a invitation letter with appropriate information including time, date, event, place, and etc.

3.) When/How in the lesson will I check students' progress toward the above Learning Objectives? What behaviors/activities will show me whether the have mastered the material?

- Ss will be able to answer questions relative to invitation letter.
- Ss will be able to write using correct invitation letter format
- Ss will be able to fill in the blanks to describe an event.
- Ss will be able to write their invitation letter to invite their friends to an event.

4.) Preliminary considerations:

a.) What do students already know in relation to today's lesson?

- Ss already know about prepositions.
- Ss already know the necessary vocabulary words, such as

b.) What aspects of the lesson do you anticipate your students might find challenging/difficult?

- Ss might have difficulty writing an invitation letter with appropriate information and expression.

c.) How will you avoid and/address these problem areas in your lesson?

- I will give Ss as much control practice as possible to the target language.

Common abbreviations used in the lesson plans:

T: teacher
 S: student
 Ss: students
 w/: with

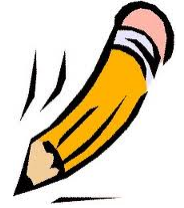
Q&A: question and answer
 PPT: PowerPoint
 WB : white board
 e/o : each other

TL : target language
 VAKT: visual, auditory, kinesthetic, tactile
 CCQ : comprehension check questions
 FMU: form, meaning, use

Time	EIF	Procedure/Steps (written in the perspective of what the students do)	Interaction S-S, T-S, etc	Activity Purpose/Reason
5	E	<p>Greetings and Introduction</p> <p>T greets Ss.</p> <p>T asks Ss general questions that are related to today’s lesson, such as “Did you ever have a party before? If so, who did you invited to your party? How did you invite them to come to your party? Through face-to-face or through your parents or though a invitation letter?”</p> <p>Ss discuss in pairs. (Show Qs on PPT.)</p> <p>T elicits 2 or 3 pairs of Ss share their answer.</p>	T-Ss S-S	<p>Create a good rapport with the Ss</p> <p>Set up a comfortable environment</p> <p>Give Ss ideas of what they are going to be doing today</p>
10	E	<p>T asks Ss “Did you ever received an invitation letter before? What did the person wrote inside the invitation letter?”</p> <p>T introduces today’s lesson topic: “Today we are going to learn how to invite someone to an event by writing an invitation letter”.</p> <p>Ss discuss in-groups of 4 people on what information should be written on an invitation letter, and write down their ideas on a piece of paper.</p> <p>T shows the correct format (Date, Greeting, Body, Closing, and Signature) on how to write invitation letters on PPT.</p> <p>T asks Ss to read the invitation letter in correct format on the PPT and get a general idea on how to write an invitation letter.</p> <p>Ss read and share their opinions</p>	T-Ss Ss-Ss	<p>Introduce today’s topic</p> <p>Ss interact with Ss</p> <p>Give Ss a general idea by a sample of the TL.</p>

5	E/I	T introduces that there are 5 parts in the invitation letter format: Date, Greeting, Body, Closing, and Signature Ss write these keywords in their notebooks T will show examples of each of these words	T-Ss Ss	Encouraging and motivating the Ss
10	I	T gives Labeling invitation letter worksheet (1) Ss individually label the worksheet. Then the Ss check the answer in pairs T shows the answers on the PPT.	Ss T-Ss S-S	Ss demonstrate awareness of the organization of the structure of the invitation letter
5	I	T gives the Ordering invitation letter worksheet (2) Ss work together in pairs to find the solutions T shows the answers on the screen Ss switch and read the invitation letter in the correct order to a new partner	T-Ss S-S	Focus on fluency and accuracy
5	E	T shows some common mistakes that are written on invitation letters on PPT. Ss discuss in pairs and find out the mistakes T elicits answer from the Ss and writes it down on the WB. T shows the answers on the PPT.	T-Ss S-S	Introduces the of rules “dont’s” for the writing of invitation letter
5	I	T gives Problems with invitation letter worksheet (3) Ss work individually, and underline the problems in the worksheet. Ss check answer in pairs. T shows the answers on PPT.	T-Ss Ss S-S	Ss are given a chance to integrate the “dont’s”
10	F	T remove target language support from everything. Ss write their own invitation letter to their friends or any Disney character for an event on a sheet of paper. - Material (1) Ss switch and read each other’s introductions to see if they follow the correct invitation letter format. Ss give each positive feedback on their invitation letter Ss switch with a new partner and repeat the process	Ss T-Ss S-S	Ss demonstrate their comprehension and mastery of the writing task. SLO is observed.

Invitation Letter: Labeling Worksheet (1)



Name _____

Date _____

Date	Greeting	Body	Closing	Signature
------	----------	------	---------	-----------

Please choose the correct answer and fill in the blanks.

April 9, 2012 _____

Dear Betty, _____

I want to invite you to spend the night at my house this weekend. We could do lots of fun things. I hope you can come to visit. My address is 123 Book street, Honolulu, HI 96816. _____

Please let me know as soon as possible. _____

Your friend, _____

Susan Thompson _____

Invitation Letter: Ordering Worksheet (2)



Name _____

Date _____

Please put these in correct order for Vivian's invitation letter. After you done, please rewrite your invitation letter in the box.

_____ Dear Mary,

_____ I want to invite you to my birthday party. We could eat lots of food together. I hope you can come to my party. Please let me know as soon as possible.

_____ Vivian Smith

_____ May 10, 2012

_____ Your friends,