

## Lesson plan

<b>Level :</b> 1 Bac	<b>Textbook:</b> Gateway to English
<b>Date :</b> 18/12/2015	<b>Time :</b> 50 min
<b>Unit:</b> 4	<b>Theme:</b> leisure and entertainment
<b>Lesson:</b> writing	<b>Topic:</b> an e-mail
<b>Skills integrated:</b> All skills	<b>References/ Materials:</b> Gateway, Teacher's notes, Chalkboard

<b>Standards:</b>	<u>Presentational communication</u> ❖ Learn how to write an e-mail with the correct format
<b>Competencies:</b>	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> <li>• Distinguish between e-mail writing and snail mail writing</li> <li>• Identify the various elements of an e-mail</li> <li>• Write an e-mail with the correct format</li> </ul>

Stages/ Timing	Lesson Procedures/ Activities	Techniques/ Materials	Mode of work
<b>Warm-up (5min)</b>	<ul style="list-style-type: none"> <li>➤ T greets Ss</li> <li>➤ Ss play the odd-one-out</li> </ul>	<ul style="list-style-type: none"> <li>➤ Game</li> </ul>	T-S S-T
<b>Personal link</b>	<ul style="list-style-type: none"> <li>➤ Ss notice that the odd-one-out gives the phrase "writing an e-mail"</li> </ul>	<ul style="list-style-type: none"> <li>➤ Noticing</li> </ul>	S-T
<b>Pre-writing (15 min)</b>	<ul style="list-style-type: none"> <li>➤ T introduces the lesson of writing an e-mail and invites Ss to take p. 62 of their textbooks</li> <li>➤ Ss read the questions in task A and discuss them</li> <li>➤ Ss complete task B matching the elements of the email to their meanings</li> <li>➤ Correction on the bb</li> <li>➤ Ss read the e-mail in p. 63 to notice its various elements</li> <li>➤ Ss study the form on the bb and T explains the elements</li> <li>➤ T writes the questions that Ss need to answer on then bb and Ss read them</li> </ul>	<ul style="list-style-type: none"> <li>➤ TB</li> <li>➤ Discussion</li> <li>➤ Matching</li> <li>➤ Noticing</li> <li>➤ BB</li> <li>➤ Explaining</li> </ul>	T-S S-T S-S S-T S-T S-T T-S S-T
<b>While-writing (20 min)</b>	<ul style="list-style-type: none"> <li>➤ T asks Ss to write an e-mail answering the questions that Keiko asked in his e-mail</li> <li>➤ Ss start writing and T monitors and helps</li> </ul>	<ul style="list-style-type: none"> <li>➤ First draft</li> <li>➤ Monitoring</li> </ul>	Indiv.
<b>Post-writing (10 min)</b>	<ul style="list-style-type: none"> <li>➤ Ss read their e-mails and others listen</li> <li>➤ T gives feedback</li> </ul>	<ul style="list-style-type: none"> <li>➤ Feedback</li> </ul>	Collect.
<b>Reflections</b>			