

T E X A S A D U L T E D U C A T I O N S T A N D A R D S
L E S S O N P L A N

Before you begin

Title: Writing a Letter to the Teacher

Setting: ESL

NRS Level(s): Level 4: Low Intermediate

Open entry/exit: Yes

Context: Family

Standard (s): ESL Convey Ideas in Writing

Benchmark(s): 1.4, 2.4, 3.4, 4.4

Objective: To write a note to a teacher asking questions about a school project.

Materials: Paper, pencils, pens

Estimated time needed to prepare for this lesson plan: 10 minutes

Estimated time needed to complete this lesson plan: 1 hour in 2 classes

The Lesson Plan

Introduce the lesson:

Ask the learners how many have received an assignment your child's school and have questions for the teachers.

Teach the lesson:

Go to the board. Ask the learners about the format of a letter: where do the return address, date, salutation, content, and signature go.

Practice the lesson:

The learners will write a letter and share with a partner.

Assess the lesson:

Review and edit letters.

Apply the lesson to the real world:

Begin to gather information to prepare a real letter to send to the children's teachers: teacher's name, class, assignment, and clarifying questions.

Submitted by: Laura Davis, Lucrecia Medina-Garcia