

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:** Excuse Letter to a Child's Teacher

**Setting:** ESL

**NRS Level(s):** Level 3: High Beginning  
Level 4: Low Intermediate

**Open entry/exit:** No

**Context:** Community

**Standard(s):** ESL Convey Ideas in Writing

**Benchmark(s):** 1.3, 2.3, 3.3, 4.3, 2.4

**Objective:** To write a letter to a child's teacher to convey reason for his or her absence.

**Materials:** Pen, pencil, paper, overhead projector

**Estimated time needed to prepare for this lesson plan:** 30 minutes

**Estimated time needed to complete this lesson plan:** 2 hours

**The Lesson Plan**

**Introduce the lesson:**

Discuss with the learners: What do you do when a child misses school? Why do they miss school? Where do they go if they cannot go to school? Who does it impact most?

**Teach the lesson:**

Teach the different parts of the letter: opening, body, close

**Practice the lesson:**

Pairs write letters together

**Assess the lesson:**

Instructor reviews letters and edits them, then the learners read their letters to the class.

**Apply the lesson to the real world:**

Learners will write a note to their instructor or to their child's teacher

**Submitted by:** Group 1 at Houston Literacy Consortium