

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:** Speaking and writing name and address

**Setting:** ESL

**NRS Level(s):** Level 1: Beginning Literacy

**Open entry/exit:** Yes

**Context:** Academic

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

**Benchmark(s):** 1.1

**Objective:** To write their name and address.

**Materials:** 3 x 5 index cards, chalk, chalkboard, paper, pencil, felt letters and board, and forms.

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

**Estimated time needed to complete this lesson plan:** 2-3 hours

**The Lesson Plan**

**Introduce the lesson:**

Review questions “What is your name?” Review how to say names of each student.

**Teach the lesson:**

Write name on the student on the board. Have students say the name of the letters as they write it on 3 x 5 cards.

**Practice the lesson:**

Break into groups- Each student says and writes the other students name until all the names are written by each student.

**Assess the lesson:**

Call out letters and have students write letters

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

1. Write name on job application.
2. Role play on telephone: “My name is \_\_\_\_\_” then spell it out loud.

3. Write name on school enrollment form. Doctor's office application, credit card applications, etc.
4. Repeat and continue lesson follow-up with addresses and phone numbers.

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