

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: Building on Ideas

Setting: ESL

NRS Level(s): Level 3: High Beginning

Open entry/exit: Yes

Context: Family and Community

Standard(s): ESL Convey Ideas in Writing

Benchmark(s): 1.3, 2.3, 3.3, 4.3, 5.3

Objective: To convey ideas in writing for a specific purpose.

Materials: Examples of different formats of invitations letters, book on Etiquette, paper, and pencil, overhead projector.

Estimated time needed to prepare for this lesson plan: 45 minutes

Estimated time needed to complete this lesson plan: 1.25 hours

The Lesson Plan

Introduce the lesson:

Have students look at different examples of invitation letters.

Teach the lesson:

Use the overhead to demonstrate constructing a proper letter. Review sentence structure.

Practice the lesson:

In small groups, the students should establish a scenario and establish a purpose for the invitation letters, beginning with an introductory sentence, the students should construct an invitation letter by stringing individual sentences together.

Assess the lesson:

Students should compare the format with sample letters and try to use a good variety of sentences for writing.

Apply the lesson to the real world:

Applies to real work situations for writing letters, invitation to dinner or party.

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