

YEAR 8 ENGLISH LANGUAGE

TERM 2 WEEK 10 – DISTANCE LEARNING PLAN

Name of the teacher:

Class and Section: YEAR 8

Subject: ENGLISH LANGUAGE

Week : 25th April- 29th April

No. of lessons – 5 LESSONS

Student's access to Work: Work sent to students through Class Group Gmail /Google Classroom

Topics: INFORM, EXPLAIN, DESCRIBE TEXTS-

Overall Objectives:

- Develop close reading skills, strategies
- Identify and understand key words
- Understand main ideas in a non-fiction text

Resources- To be posted on Google Classroom

ZOOM LESSONS 1&2 - Zoom (Formal Letter: Reading)

ZOOM LESSONS 3&4 – Zoom (Planning and Writing a Formal Letter)

LESSON 5 – Asynchronous Task

DATE	ACTIVITY
SUNDAY L7&8	<p><u>LESSON 1&2- ZOOM</u></p> <p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none">❖ To understand and define the terms 'formal' and 'informal'❖ Explore how writers are able to present their ideas effectively through the use of modal verbs and other features of language and structure <p><u>Learning Objectives</u></p> <ul style="list-style-type: none">❖ Explore the writer's intention and analyze how key ideas are connected❖ Discuss the importance of letter writing and how this has changed over time❖ To identify the components of a successful formal letter

Success Criteria:

Students will be able to:

- ❖ Identify and explain the use of formal language and differentiate it from informal language
- ❖ Infer the writer's intention and analyse some elements of the writer's success in achieving it
- ❖ Collaborate, discuss and present their own ideas in an interesting and engaging manner

Starter/Introduction/Recap of previous knowledge:

Students consider the following words and sentences and differentiate between formal and informal words

**Write F next to formal and NF
next to informal**

1. Hows it going?
2. Delicious
3. Companions
4. See you later
5. Cool
6. Children
7. How do you do?
8. Yours sincerely
9. Kids
10. Mates
11. Magnificent
12. Yummy

Whole Class Discussion:Teacher directs attention to different forms and contexts where formal language needs to be used.

What is formal writing?

Formal writing is often used in academic and business work, and is characterised by a serious tone.

What is a formal letter?

A formal letter is one written in a formal style, and usually in a specific format. These are generally written for official purposes and not to friends or family.

Formal writing is used in situations that are serious or involve people we don't know well. Some spoken English can also be formal, such as a speech or a lecture.

Discuss how it is different from informal writing and why certain etiquette needs to be adhered to in formal settings.

Formal

- We went to London for the day. We have a lot of things to tell you.
- It was raining very heavily.

Informal

- Went to London for the day. Lots to tell you.
- It was raining cats and dogs

Whole-class Activity: Read and annotate the following letter:

Mr. R. Wilson,
18 Villa Heights,
High Street,
Chippenham,
CH5 2HS

Fanussi Customer Services,
Fanussi Headquarters,
11-16 Flannigan House,
Birmingham,
BH11 9FH

27th January 2012

Dear Sir/Madam,

Receipt No: 90483655 Fanussi 'Spin Speed 2000' Washing Machine

I am writing to you as I am incredibly disappointed with the quality and reliability of the Fanussi washing machine I purchased recently. I chose Fanussi as I had been reassured that your brand was reliable, high quality and good value for money. Unfortunately, I have not had a positive experience with my new product; the reference number and model is listed above to confirm my purchase.

Unexpectedly after using it for one week the Fanussi machine; which was advertised as your best machine yet, stopped suddenly in the middle of a wash. I followed the user guide that was included to reset the machine and drain the water inside – this did not work. Seeking advice from the store I bought it from I was advised to turn the machine off and back on again to reset the programme – again this did not work. On phoning the store again I was advised to contact the Fanussi customer service line.

I telephoned the helpline advertised by Fanussi on your website and in the booklet that accompanied my machine and was extraordinarily frustrated at the length of time it took to answer my call. I was kept waiting for 25 minutes on a call that I was paying for. This was shockingly inconvenient considering the situation I was in. More to the point the helpline I phoned said my call would be answered promptly within 15 minutes of the call being made. Yet again I felt let down by Fanussi. A brand I had paid money to trust.

My call was finally answered. In yet another increasingly disappointed effort I felt I was let down by Fanussi; again. I was advised that an engineer would be sent out. For a moment I was positively exuberant at the thought that this saga would finally come to an end; as you would imagine. In what I can only refer to as an incompetent gesture, you; Fanussi, advised me that the engineer would be with me after a week. I am no longer prepared to wait.

I am now no longer confident in the Fanussi brand. I feel I have been intolerably let down. I have paid good money for a washing machine that I cannot use and that I have wasted my time trying to find a resolution. This was a new machine that I paid over £300 pounds for. This is money I cannot afford to lose. I need a new machine. Considering the whole situation I require a full refund with additional compensation for the time and clothes I have lost.

I look forward to hearing a prompt reply as I'm sure you would like to resolve this situation to secure the Fanussi name.

Yours faithfully
Robert Wilson

GROUP DISCUSSION: In groups/ whole class students discuss the following questions and present their responses to the class:

1. What is the main intention of the writer?
2. Find examples of formal language used in the letter.
3. Identify and explain the effect of 3 structural features used in the letter.
4. Identify and explain the effect of 3 language features used in the letter.
5. Comment on the use of adjectives in the letter.
6. Explain the effect of the repeated use of the word ‘I’
7. Give two reasons that the writer gives for his argument.
8. Identify a word/phrase that shows that the writer is firm and insistent
9. Identify a word/phrase that suggests disappointment.
10. Consider the ideas you would include in a reply to this letter.

WHOLE CLASS DISCUSSION: Discuss the main ideas in the letter.

Students present their answers after discussion and the teacher encourages further discussion on the texts.

PLENARY

Whole class: Take feedback on the task.

**TUESL1
THU L3**

LESSON 3&4 -- ZOOM

Learning Outcomes:

- Write a letter using the correct form, structure, language and tone
- Recognize and demonstrate use of appropriate vocabulary, style and tone in formal letters

Learning Objectives

- To collaborate and plan a formal letter using appropriate form and tone
- Understand the difference between formal and informal language

Success Criteria:

Students will be able to:

- Express ideas with clarity and emphasis through careful choice of sentence structure
- Write a formal letter using appropriate language
- Link ideas together using conjunctions

Individual Student Activity: Write a mind-map of the ideas to be included in letter on the following topic:

You have a disastrous holiday because of a poor quality hotel. Write a letter of complaint in which you request a refund.

In your letter, you could:

- ❖ state why you were disappointed with the stay
- ❖ describe the experience that will support your points
- ❖ explain why you deserve a refund

as well as any other ideas you might have.

* Your response will be marked for the accurate and appropriate use of vocabulary, spelling, punctuation and grammar.

Whole class Activity: Some students share their ideas and is provided with peer and teacher input.

Teacher Input: Teacher can explain the following requirements to the class.

Purpose: to write a letter of complaint – explanatory and argumentative.

Audience: the hotel management; a professional adult audience. The focus is on communicating ideas about why the the stay was unpleasant. This may involve a range of approaches and should be compelling.

Form: the response should be set out as a formal letter.

The letter should be opened and closed clearly, with an appropriate salutation and letter ending.

Paragraphs should be organised appropriately.

The response should have appropriate tone and language for a letter of application.

Responses may:

- ❖ introduce the candidate and why they are writing
- ❖ focus on what the unexpected difficulties, e.g.non-cooperative staff, unhygienic environment, lack of amenities etc
- ❖ describe relevant personal anecdotes.

What to avoid when you're writing a formal letter

- Spelling and grammatical errors.
- Using contractions, i.e. 'i'm' should read 'I am'. 'That's' should read 'that is'.
- Including unnecessary information. Keep the letter concise
- Making the same point multiple times
- Overcomplicated language, i.e. 'the issues highlighted are indicative of future failings' *could* read 'I believe these issues will lead to a problem'.

Share the following template so that students have access to the format.

Full Name & Title
Job Title
Full Address
Post/Zip Code

21 April 2021
email@email.co.uk
Telephone Number

Recipients Full Name & Title
Recipients Company
Recipients Full Address

Introductory line:
Dear [insert name or Sir/Madam]

Opening paragraph. Use your opening paragraph to introduce yourself and your reason for writing the letter. It's crucial that your message is direct and underlines why you're contacting the recipient. Consider this paragraph as a direct way to capture their attention.

Main body. Use this space to delve into the issues raised in the opening paragraph. Give more detail of what you're offering or asking of the recipient, backed up by relevant information. Consider this paragraph as an exploration of the points raised in the opening paragraph.

Closing statement. Ensure that you include a closing statement that thanks the recipient for their time, knowledge or help with the discussed points. It's good practice to include a line such as 'please contact me at your earliest convenience' to show your interest in communication and readiness to act.



Your sincerely,
[Your Name]

Individual Student Activity: Students write the letter in their notebooks or refill pads and upload on GC

You have a disastrous holiday because of a poor quality hotel. Write a letter of complaint in which you request a refund.

In your letter, you could:

- ❖ state why you were disappointed with the stay
- ❖ describe the experience that will support your points
- ❖ explain why you deserve a refund

as well as any other ideas you might have.

*** Your response will be marked for the accurate and appropriate use of vocabulary, spelling, punctuation and grammar.**

Marking criteria:

Range and relevance of informative and persuasive ideas;

awareness of purpose and audience;

use of appropriate form

coherent organization of ideas to suit the form _____ / 12

Appropriate use of vocabulary;

accuracy of spelling, punctuation, grammar, sentence structure _____ / 8

Total marks _____ / 20

PLENARY:Teacher provides feedback and reinforces the features of formal letter discussed

in class.
Self-assessment on what went well and what can be improved

THU L4

LESSON 5: ASYNCHRONOUS

Learning Outcomes:

- ❖ Show clear understanding of the use of formal language in writing letters

Learning Objectives:

- ❖ Identify the correct response on the given questions
- ❖ Review the techniques discussed in the previous lessons

SUCCESS CRITERIA:

Students will be able to:

- Follow instructions clearly and submit work on time.
- Use critical thinking skills to respond to the task

ACTIVITY 1

Replace the underlined words/phrases with formal language.

Hello Sir or Madam,

I am writing to let you know that a pizza I was unlucky enough to order at your restaurant was rubbish.

The cheese was gross, the tomatoes gone off, and the base chewy as rubber.

Never will I eat at your joint again. Not only was the food pants, but the waiting staff were snooty, and I had to wait two hours for my grub!

I want a refund, to be paid now.

Cheers,

Name: _____

ACTIVITY 2

Read the following and answer the questions given

Addresses and date

The first thing that you need to know about is **layout**.

- Begin with your address in the top-right corner of the page.
- Immediately, below this include the date.
- Below this, on the left hand side of the page, comes the name and address of the person that you are writing to - the **recipient** of the letter.

Beginning the letter

Most formal letters will start with 'Dear' before the name of the person that you are writing to:

'Dear Ms Brown,' or 'Dear Brian Smith,'

You can choose to use first name and surname, or title and surname. If you don't know the name of the person you are writing to, use:

'Dear Sir/Madam,'

Remember to add the comma.

Your opening sentence should clearly state why you are writing the letter - get to the point straight away:

- 'I would like to apply for the position of ...'
- 'I am writing to complain about the poor service we received at ...'

How you choose to start your formal letter is very important

Tone and purpose

Your letter, like the opening sentence, needs to be precise and to the point. **Tone**, or the way your letter sounds, is very important and finding the right tone can sometimes be difficult. You may need to be firm, but polite. In a formal letter, the aim is to sound 'businesslike'. Avoid any language that seems casual or chatty.

Think about the **purpose** of your letter and include all the **relevant details** to help the reader to respond. For example:

- In a job application, include some specific details about why you are an ideal candidate for the role.
- In a letter of complaint, include a summary of what has happened to prompt your complaint, with names, locations and dates, if necessary.

Make sure that each point you make is given a separate paragraph.

Having a clear structure is essential when writing a formal letter

Ending the letter

Before you sign off and end your letter, make sure that you provide a **clear course of action** for the reader.

- Making a complaint? Make it clear that you need a reply.
- Applying for a job? End on a positive note and say that you are looking forward to hearing from them.

Signing off will depend on how you started your letter.

- If you used someone's name, end with 'Yours sincerely,'
- If you didn't use their name, you used 'Sir/Madam' instead, so end with 'Yours faithfully,'

Finally, don't forget to **proofread** your letter for spelling, punctuation and grammar.

QUESTIONS

1. Where on the page should your address go in a formal letter?
 - a. Top-left corner
 - b. Top-right corner
 - c. Bottom-right corner

2. Where should the date go in a formal letter?
 - a. Top-left corner of the page
 - b. Below your address
 - c. Under the recipient's address

3. How should you address a formal letter if you don't have a person's name?
 - a. Dear Mr or Ms
 - b. Dear Sir/Madam
 - c. Dear Whoever

4. If your letter begins 'Dear Sir/Madam', how should you sign off?
 - a. From
 - b. Yours faithfully
 - c. Goodbye

5. If your letter begins 'Dear Ms Bloggs', how should you sign off?
 - a. Yours sincerely
 - b. Yours faithfully
 - c. Goodbye