

UNEX Developing Written Skills



Title: Letter about quarantine

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Keywords: *to be used after in search function on the website* #writing skills,# expression# informal letter# formal letter

Duration:30minutes.

Description:

With these activities students will learn to differentiate the different types of letters and what differentiates a formal letter from an informal letter.

For the first activity the class will be divided into pairs of students, each one must write an informal letter to his/her partner where he/she tells how the quarantine has been, how he/she has felt, what he/she has done, what he/she has learned etc...

For the second activity, each student has to imagine that he/she is the headmaster of the school and write a formal letter to the parents of the students indicating the measures that will be taken to fight the Covid 19 in the school.

Objectives:

Please list the objectives you want to achieve (short and long term)

You will identify the characteristics of a letter.

You will identify the structure of a letter.

You will be familiar with different types of letters: formal and informal.

You will draw up a formal letter with cleanliness, clarity and order.

You will be able to use polite language to address the formal letter.

You will draw up a letter with a specific objective

Moreover, if the activity is carried out using ICT, we can also point out ICT objectives

To be initiated in the handling of a virtual environment, being able to discover basic operations of such environments.

Respect the different styles and forms of electronic communication.

Use information and communication technologies to produce texts, collect and transmit information.

Activity(ies) (Stages):

In this activity you will perform two individual tasks:

First, write an informal letter to a classmate telling him or her about your experience during the quarantine as a result of Covid 19.

For the second task you will have to imagine that you are the Director of the school and you have to write a letter to the parents to explain the measures that the school is going to take against the Covid.

Tips for trainers

With the help of educational guidelines directed by the teacher, the proposes is students practice what they have learned by writing two letters: an informal one addressed to a friend, and a formal one.

The activity can be adapted for students to use text editing tools and will be handled in virtual environments such as Google Docs

List of resources, materials etc.

If it is carried out in virtual environments it will be necessary for the students to be able to use a computer. In case the activity is done in paper format, only paper and pen will be necessary for the development of the activity.



Evaluation/Feedback

Evaluation from teachers

How would you evaluate the results of this activity? *Answer here...*

Do you consider this activity as motivating students to practice of their writing? *Answer here...*

Do you consider this activity appropriate for students to develop the skills needed to improve their writing? *Answer here...*