

# UNEX Developing Written Skills



**Title: write an email to**

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Title:

**Keywords:** #writing skills, #expression, #writealeanemailto

**Duration:** 10-45 minutes depending on the teacher or the subject matter

Description:

The task can be used as a feedback from students on a variety of subjects; it may be used during different lessons when the teacher sees an opportunity for using the strategy. The idea is to encourage students to get involved in the topic discussed in by writing a letter to a character or an institution that they have learned about. It aims to provoke students to use critical thinking strategies and their imagination. The task of writing the letter/ email may be done in pairs or individually, depending on the size of the group.

Objectives:

1. practice writing skills
2. practice writing emails and choosing appropriate register
3. develop students interest in the topics discussed during the lessons
4. encourage critical thinking

Activity(ies) (Stages):

At the end of a lesson/ a series of lessons students are asked to brainstorm for the names of people/ groups of people/ characters that have been mentioned while discussing the given topic.

Once the list is on the board for students to see the teacher asks students to write an email to one person/ a group of people they have listed during the brainstorming stage of the task.

In the email they should either :

- comment actions of the person they are writing to ,
- express their opinion on the facts they have learned eg. agree/ disagree,
- ask for more information about something,
- give advice to the person/ people.

They should also be instructed to adopt appropriate register depending on who they are writing to (their peers, the President of the country etc.). Having finished their emails, students share them with others eg. read them aloud without mentioning the addressee so that the group can guess who they have written to or put the emails on the wall for others to read and guess who the addressee is.

If time allows, students exchange their emails with other students and as a homework are asked to respond as if they were the addressee of the email.

## Tips for trainers

Make sure the students know how to write clear and concise emails and follow the structure below and how the register should vary depending on the addressee.

1. appropriate opening phrase
2. purpose of the email
3. main content
4. appropriate ending phrase

Be ready to assist your students in finding the right expressions for their ideas.

Make sure you assign appropriate time for students to complete the task.

## List of resources, materials etc.

Board/ flipchart for students to record their brainstorming ideas

Pens and paper to write the emails

## Evaluation/Feedback



Have students completed the task? YES/NO

Were their emails well-constructed? YES/NO

Have they managed to express their ideas clearly? YES/NO

Have they enjoyed the task? YES/NO