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GED 2002 Teachers' Handbook of Lesson Plans

Content Area Language Arts, Writing	Lesson Title <i>Put That in Writing</i>	Correlation to Framework 01.05, 01.06	Lesson Number 46
<p>Objectives/Learner Outcomes</p> <p>At the end of this lesson, the learner will be able to:</p> <ul style="list-style-type: none"> • Identify life situations which require various writing responses • Use the power of the written word to obtain results • Practice writing responses to real-world events • Demonstrate the skills needed to recognize and create effective letters of complaint • Demonstrate the skills needed to recognize and create effective friendly letters 		<p>Materials/Resources/Internet Sites/Handouts/Worksheets</p> <ul style="list-style-type: none"> • Handout – <i>Making the Connection Activity, Worksheet #1</i> • Handout – <i>Making the Connection Activity, Worksheet #2</i> • Handout – <i>Sample Letter of Complaint</i> • Handout – <i>Sample Family Holiday Letter and Timeline</i> • Handout – <i>Patterns of Organization</i> • Internet Resources <ul style="list-style-type: none"> ◦ Letter writing Internet sites for complaint letters <ul style="list-style-type: none"> ▪ www.consumerhelpweb.com ◦ Letter writing Internet sites for friendly letters <ul style="list-style-type: none"> ▪ www.WriteExpress.com ▪ http://www.thinkquest.org/library/site_sum.html?name=J001156&url=J001156/forms%20of%20writing/cp_friendlyletter.htm 	
<p>Pre-Requisite Knowledge</p> <p>The learner should be able to:</p> <ul style="list-style-type: none"> • Write in basic letter format • Use correct punctuation • Write simple sentences with correct grammar 		<p>Key Words</p> <ul style="list-style-type: none"> • Formal and informal writing • Consumer complaints • Family timelines • Complimentary • Patterns of Organization: Time/Order, Cause and Effect, Compare and Contrast, Simple Listing 	
<p>Anticipatory Set/Introduction</p> <p>To introduce the lesson, students should understand the purpose and power of written communication and how choosing the right style and format can enhance the effectiveness of their writing.</p> <p>Ask: What are the things you have to write for in your daily lives? Record responses on the board/chart.</p> <p>Say: We have several languages in which we use to communicate in written format our needs, questions, requests, and other personal desires.</p> <p>Ask: Can you name some of the times when you may have had to write a letter? What were the reasons?</p> <p>Students should reveal personal information that may have required action on their part in the form of written responses.</p> <p>Say: Authentic texts are found in our daily world outside of the classroom. Let's look at what we deal with every day.</p>			