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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><b>Objectives/Learner Outcomes</b></p> <p>At the end of this lesson, the learner will be able to:</p> <ul style="list-style-type: none"> <li>• Identify life situations which require various writing responses</li> <li>• Use the power of the written word to obtain results</li> <li>• Practice writing responses to real-world events</li> <li>• Demonstrate the skills needed to recognize and create effective letters of complaint</li> <li>• Demonstrate the skills needed to recognize and create effective friendly letters</li> </ul>		<p><b>Materials/Resources/Internet Sites/Handouts/Worksheets</b></p> <ul style="list-style-type: none"> <li>• Handout – <i>Making the Connection Activity, Worksheet #1</i></li> <li>• Handout – <i>Making the Connection Activity, Worksheet #2</i></li> <li>• Handout – <i>Sample Letter of Complaint</i></li> <li>• Handout – <i>Sample Family Holiday Letter and Timeline</i></li> <li>• Handout – <i>Patterns of Organization</i></li> <li>• Internet Resources               <ul style="list-style-type: none"> <li>◦ Letter writing Internet sites for complaint letters                   <ul style="list-style-type: none"> <li>▪ <a href="http://www.consumerhelpweb.com">www.consumerhelpweb.com</a></li> </ul> </li> <li>◦ Letter writing Internet sites for friendly letters                   <ul style="list-style-type: none"> <li>▪ <a href="http://www.WriteExpress.com">www.WriteExpress.com</a></li> <li>▪ <a href="http://www.thinkquest.org/library/site_sum.html?name=J001156&amp;url=J001156/forms%20of%20writing/cp_friendlyletter.htm">http://www.thinkquest.org/library/site_sum.html?name=J001156&amp;url=J001156/forms%20of%20writing/cp_friendlyletter.htm</a></li> </ul> </li> </ul> </li> </ul>	
<p><b>Pre-Requisite Knowledge</b></p> <p>The learner should be able to:</p> <ul style="list-style-type: none"> <li>• Write in basic letter format</li> <li>• Use correct punctuation</li> <li>• Write simple sentences with correct grammar</li> </ul>		<p><b>Key Words</b></p> <ul style="list-style-type: none"> <li>• Formal and informal writing</li> <li>• Consumer complaints</li> <li>• Family timelines</li> <li>• Complimentary</li> <li>• Patterns of Organization: Time/Order, Cause and Effect, Compare and Contrast, Simple Listing</li> </ul>	
<p><b>Anticipatory Set/Introduction</b></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><b>Ask:</b> What are the things you have to write for in your daily lives? Record responses on the board/chart.</p> <p><b>Say:</b> We have several languages in which we use to communicate in written format our needs, questions, requests, and other personal desires.</p> <p><b>Ask:</b> 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><b>Say:</b> Authentic texts are found in our daily world outside of the classroom. Let's look at what we deal with every day.</p>			