



## EL/Civics Lesson Plan 2009-2010

<p>Activities</p> <ul style="list-style-type: none"><li>• Analyzing a letter format</li><li>• Constructing a letter</li><li>• Writing a letter (homework)</li><li>• Reading and revising/editing a letter</li><li>• Addressing an envelope</li></ul>	<p>Day 1: Class reads the sample letter (attachment 1) [hard copy or projected onto a screen] Teacher asks questions to confirm students comprehension. Ex: Who is the letter addressed to? Who wrote the letter? Why did this person write the letter? Teacher points out the component parts of the format of the letter:</p> <p>A: heading B: inside address C. date D: greeting E: message F: closing G: signature</p> <p>Discussion follows to confirm students' understanding of each of these terms. Next, the class looks at the guidelines and format for a letter of complaint. (attachment 2) Teacher assigns each student to write a letter of complaint using the information under ASSIGNMENT. Teacher reads aloud while students follow along. In a guided practice, students begin writing their letter on a separate sheet of paper. Following the sample format, they will use their address in the heading, the inside address and date from the sample complaint letter and choose one of the greetings discussed. Students then choose a maintenance problem from the lists of housing vocabulary to use as the basis of their complaint. As homework assignment students are to complete their letter.</p> <p>Day 2: Teacher reviews student letters before class begins. Working in small groups, students read their letters and work to revise and edit for clarity and understanding. Next, the envelope format (attachment 3) is explained and discussed. Students practice</p>
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	<p>addressing an envelope with teacher assistance, if necessary.</p> <p>Class concludes with the students addressing their envelopes and inserting their completed letters of complaint.</p>
Assessment/ Evidence	<p>Students will be able to complete a letter of complaint to a landlord and complete an envelope suitable for mailing.</p>
Reflection	<p>This took longer than I expected. It was a good, practical experience. Some students had questions about the envelope format. Some additional explanation of vocabulary was necessary, such as indent, return address, etc.</p>

VOCABULARY - LIST A

- |             |                      |
|-------------|----------------------|
| 1. stove    | 13. dishwasher       |
| 2. oven     | 14. garbage disposal |
| 3. burner   | 15. hot water tank   |
| 4. handle   | 16. furnace          |
| 5. knob     | 17. air conditioner  |
| 6. sink     | 18. refrigerator     |
| 7. drain    | 19. freezer          |
| 8. faucet   | 20. light switch     |
| 9. handle   | 21. socket           |
| 10. toilet  | 22. plug             |
| 11. bathtub |                      |
| 12. shower  |                      |

VOCABULARY LIST B

1. dripping
2. leaking
3. clogged
4. stopped up
5. broken
6. overflowing
7. doesn't work
8. won't turn on
9. won't turn off
10. running all the time
11. making strange noise(s)
12. smells bad
13. is missing
14. no hot water
15. water goes down very slowly
16. water comes out slowly
17. the food is melting
18. fell off
19. burns the food
20. melting

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### Attachment 1 – Sample Complaint Letter

123 Main Street #213  
Canton, Ohio 44711  
November 1, 2009

Mr. Ralph Jones, Manager  
New Horizon Corporation  
444 N Cleveland Av  
Canton, Ohio 44704

Dear Mr. Jones:

I am a resident of your apartment building at 123 Main Street, Canton, Ohio. I am writing to tell you about a problem I have at my apartment. The freezer of my refrigerator does not work properly. When I put food in the freezer, it melts.

I told the building maintenance man and I left a message on his phone. I also called the office and left a message with the secretary. No one came to repair my freezer. Can you please help me? The freezer is ruining my food.

You can call me on my cell phone 330-555-1212. I look forward to hearing from you soon. Thank you for your time.

Sincerely,

*Matthew Ortiz*

Matthew Ortiz



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## **Attachment 3 – Sample Envelope**

Your Name  
Your Street Address  
Your city, state, zip code

Name of Person who you are writing to  
Name of Company  
Street Address of Company  
City, State, Zip Code of company