Lesson 12 — Writing an Informal Email

Writing an informal email
Laser A2 SB p. 20 (Project: writing an informal email — ex. 1, 2: Peter'ning Luca'ga xati, xat qismlarini moslashtirish) — asosiy manba. Qo'shimcha qoliplar: Solutions Pre-Intermediate p. 39 (An informal letter: boshlash/yakunlash va «Learn this! Invitations»). Uyga vazifa — Laser A2 Workbook p. 15, ex. 1–3

Class	Grade 8
Lesson type	Skills
Aim	By the end of the lesson students can write a short informal email to a friend in three paragraphs: answer the friend's news, write about their own free time, and make an invitation.
Materials	Vocabulary sheet (31 items), matching worksheet (Groups A and B), slides, flashcards with audio (sozlar.com/vocab); Laser A2 SB p. 20; Workbook p. 15
New items	31 words and phrases

Learning outcomes

• name the eight parts of an informal email (Laser p. 20 ex. 2)

• open and close an email with the right phrases

• join ideas with Well, Anyway and By the way

• make an invitation and answer it politely

Stage by stage (45 minutes)

Min	Stage	Teacher	Students
3	**Lead-in**	Ask: Do you write emails or messages? Who to? In which language?	Answer in one sentence; two or three share.
8	**Presentation (4 blocks)**	Present A an email and its parts (10), B style, names and endings (8), C friendly linking words (4), D hobbies and invitations (9).	Repeat, copy, number the eight parts on their sheet.
4	**Focus: three paragraphs**	Show the focus slide; students match each phrase to paragraph 1, 2 or 3.	Write 1, 2 or 3 next to each phrase.
8	**Book task (p. 20 ex. 1–2)**	Students read Peter's email and match the eight parts; check in pairs.	Read, match a–h, compare with a partner.
6	**Invitations in pairs**	Pairs invite each other to a D activity (go for a bike ride, play table tennis, go shopping…); monitor for 'Sorry, I can't' + reason.	Invite, accept or refuse politely with a reason.
8	**Write your reply**	Students write a short reply (three paragraphs) using the planner on the board.	Write about 60–80 words; use one phrase from each section.
5	**Matching activity**	Matching worksheet; Group A and B, then swap.	Match halves, read the full phrase aloud.
3	**Feedback and homework**	Correct 'How about to meet' and 'Dear friend!' ; set homework.	Write down the homework.

If you are running late (skip in this order)

Bu bosqichlar darsning maqsadiga ta’sir qilmaydi — vaqt yetmasa, shu tartibda tashlab keting.

1. «Memory check» slaydi — og‘zaki (~3 daq.).

2. Matn (Dilnoza's reply) — xatboshilarni sanab chiqish (~4 daq.).

3. Practice 9–12-bandlar — uyga (~3 daq.).

Questions to ask

• Which part of the email says what it is about?

• How do we start an email to a friend?

• Which word comes after 'How about'?

• How do you refuse an invitation politely?

• Which closing do you use for a close friend?

Anticipated problems and solutions

• «How about TO meet» — -ing kerak: How about meeting?

• «I invite you on my party» — to kerak: I'd like to invite you to my party.

• «Dear friend!» — do‘stona xatda ISM yoziladi: Dear Emma, yoki Hi Emma!

• Hamma narsa bitta xatboshida yoziladi. Uchta mavzu — uchta xatboshi.

Fast finishers / weaker students

Kuchli o‘quvchilar xatga to‘rtinchi xatboshi (yangilik) qo‘shadi; kuchsizlar doskadagi rejaga qarab har xatboshiga bittadan gap yozadi va qoliplar kartasidan foydalanadi.

Homework

• Laser A2 Workbook p. 15, ex. 1–3 (kalendar reja).

• Learn the 31 items with the flashcards: sozlar.com/vocab/cards/?set=grade8-lesson12

• Do‘stingizga qisqa xat yozing (uch xatboshi, 60–80 so‘z) — keyingi darsda o‘qiymiz.

Reading text — Dilnoza's reply to her penfriend

To: emma.clarke@fastmail.com · Subject: My free time

Hi Emma!

Thanks for your **email**. Sorry I didn't reply sooner — we had exams last week. I liked hearing about your swimming club. That's great!

You asked about my free time. **Well**, I'm at school until three o'clock, but after that I have two hobbies. I play the dutar — I started two years ago and my aunt taught me. I practise for about an hour a day.

My other hobby is photography. I take photos of my little brother and our cat. **By the way**, I'll send you some photos as an **attachment** next time!

Would you like to write to me in Uzbek one day? How about sending one short sentence in each email? **Anyway**, I'd better go now — I've got maths homework.

Please **write back** soon! Say hello to your family from me.

Love, Dilnoza

Reading questions — answer key

1. They had exams last week.; 2. Playing the dutar and photography.; 3. Her aunt; she started two years ago.; 4. To write to her in Uzbek — one short sentence in each email.; 5. 'I'd better go now.'; 6. 'Love,' and her first name.

Word list (quick reference)

an email — elektron xat

an email address — elektron pochta manzili

the subject line — mavzu qatori (xat nima haqida)

a greeting — salomlashish (xat boshida)

the sender — jo‘natuvchi

a reply — javob xati, javob

write back — javob yozmoq

an attachment — ilova (xatga biriktirilgan fayl)

receive — olmoq (xat, xabar)

a penfriend — yozishma do‘sti (xat orqali do‘st)

formal — rasmiy

unfriendly — samimiy bo‘lmagan, sovuq

first name — ism (familiyasiz)

surname — familiya

sign — imzo qo‘ymoq (oxirida ismini yozmoq)

Love — mehr bilan (xat oxirida)

Best wishes — eng yaxshi tilaklar bilan (xat oxirida)

Lots of love — ko‘p-ko‘p mehr bilan (yaqinlarga)

well — xo‘sh, demak (gap boshida)

anyway — xullas, nima bo‘lganda ham

by the way — aytgancha

actually — aslida

make models — model (maket) yasamoq

invite — taklif qilmoq

an invitation — taklif, taklifnoma

go for a bike ride — velosipedda sayr qilmoq

go shopping — xarid qilgani bormoq

meet friends in town — shaharda do‘stlar bilan uchrashmoq

play table tennis — stol tennisi o‘ynamoq

let me know — menga xabar bermoq, bildirmoq

book the tickets — chiptalarni oldindan band qilmoq