Lesson 23 — Writing: An informal email offering a choice

Writing: An informal letter/email
Laser B1+ SB pp. 30–31 — Writing: An informal letter/email: ex.1 topshiriq (Craig konsertga bormoqchi, Washington Hall varaqasi va qaydlar) — nega norasmiy?, ex.2 T/F, ex.3 Working model (Kellyning xati), ex.4 xatda olti vazifani topish, ex.5 Tomga o‘xshash xat (qaydlar: 15-iyun, 21-iyun?, pul muammo emas, chiptani 6-dan oldin band qilish), ex.6 reja savollari, ex.7 Now write! (120–150 so‘z), ex.8 Check it out!; Writing database p. 154 (informal letters/emails), Writing Planner 3 p. 156

Class	Grade 10
Lesson type	Skills
Aim	By the end of the lesson students can plan and write an informal email (120–150 words) that asks a friendly question, checks information with a question tag, offers two choices with an opinion and asks the friend to decide.
Materials	Laser B1+ SB pp. 30–31, Writing database p. 154, Writing Planner 3 p. 156; slides; vocabulary sheet (29 items) and flashcards with audio (sozlar.com/vocab) — handed out only AFTER ex.1–4 are checked (the cards contain the book answers); model answer on the lesson page.
New items	29 words and phrases

Learning outcomes

• say why the task needs an informal email and decide if four statements are true or false (ex. 1–2)

• find six functions in Kelly’s email (ex. 4)

• plan an email to Tom with the ex. 6 questions and Writing Planner 3

• write the email and check it with the Check it out! list (ex. 7–8)

Stage by stage (45 minutes)

Min	Stage	Teacher	Students
3	**Lead-in**	Ask: Have you ever invited a friend to a concert or a match? How did you agree on what to see? Vocabulary sheet and flashcards stay closed.	Answer; say which concert from the leaflet they would choose.
5	**Book p.30 ex.1–2 (test)**	Book tasks slide: students read the task, say why it is informal and do the T/F statements alone.	Read, answer ex.1, decide T or F.
8	**Book p.30 ex.3–4**	Students read Kelly’s email and underline the six functions (ex.4) on their own, then compare in pairs.	Read and underline 1–6.
7	**Check and teach**	Answer key slide; then card sections A–C with audio and the focus slide (the four paragraphs); hand out the vocabulary sheet now.	Check, correct and copy the useful phrases.
6	**Plan the email to Tom (ex.5–6)**	Ready to write! slide: pairs answer the ex.6 questions orally, then fill in Writing Planner 3.	Choose the two concerts that fit Tom’s dates; plan four paragraphs.
8	**Now write! (ex.7)**	Students write paragraphs 1–3 in class; monitor for formal phrases and missing information.	Write the email (finish at home).
4	**Matching halves**	Practice slide orally, then the match-halves worksheet (groups A and B).	Match the halves and read the phrases aloud.
4	**Check it out! + homework**	Pairs swap and tick the ex.8 list for each other; show the model answer on the lesson page; set homework.	Tick the list, correct one thing, 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. Namunaviy xat («Model answer — an email to Tom») — darsdan keyin solishtirish uchun (~3 daq.).
2. Talaffuz (question tag ohangi) slaydi (~2 daq.).
3. «Memory check» slaydi (~2 daq.).

Questions to ask

• Why should the email to Craig be informal?

• How does Kelly check a piece of information?

• Which concert can Tom not go to, and why?

• How does Kelly end her email, and what reason does she give?

Anticipated problems and solutions

• 'Dear Sir, I am writing to inform you …' — this is formal; to a friend write Hi Tom! / Dear Tom,

• 'You are arriving on the 15th, are you?' — a positive sentence takes a negative tag: aren't you?

• Forgetting one of the notes (birthday money, book before the 6th) — use ALL the information.

• 'Have you heard about them?' is possible, but to ask if somebody knows a band we usually say Have you heard of them?

• 'It's a shame because they're great.' is fine; 'It's shame' — do not forget a: It's a shame.

Fast finishers / weaker students

Fast finishers add a third paragraph idea of their own (where to meet, what to wear) and write 150 words; weaker students get a paragraph frame with the first words (Hi Tom, … / I know you're arriving … / So, I've got two choices … / Decide which …).

Homework

• Write an informal email about your free time (100–120 words) — rejadagi vazifa.

• Or finish the email to Tom (ex.7, 120–150 words) and tick the Check it out! list.

• Learn the 29 items with the flashcards: sozlar.com/vocab/cards/?set=grade10-lesson23

Reading text — Model answer — an email to Tom

Hi Tom,

Did your team win the match on Saturday? I'm sure you played brilliantly. I can't wait for you to arrive!

I know you're arriving on the 15th, but I just wanted to check one thing — you're leaving on the 21st, aren't you?

So, I've got two choices for you. The first is The Robbers, a **rock group**. They're playing up to the 18th, and they'll really **get us dancing**! The second is the Royal **Orchestra** on the 20th or 21st. My cousin has seen them and she says they're amazing, especially if you're a **classical music lover**. Don't worry about the money — you've got your **birthday money**, so we can get **good seats**.

Decide which one you want and tell me by the 5th, because I have to **book tickets** at the **box office** before the 6th.

Got to go — my dinner's getting cold!

See you soon,

Aziz

Reading questions — answer key

1. Did your team win the match on Saturday?; 2. That Tom is leaving on the 21st (aren't you?).; 3. At the box office, before the 6th.; 4. Because Tom has got his birthday money.; 5. Decide which concert he wants and tell him by the 5th.

Word list (quick reference)

a concert — konsert

a leaflet — varaqa, reklama varag'i

the local tourist office — mahalliy turistik axborot markazi

the box office — chipta kassasi

be available — mavjud bo'lmoq, sotuvda bo'lmoq

book tickets — chiptalarni oldindan band qilmoq

good seats — yaxshi o'rinlar

birthday money — tug'ilgan kunga sovg'a qilingan pul

a concert hall — konsert zali

a venue — tadbir o'tkaziladigan joy

a show — tomosha, shou

a rock group — rok guruhi

an orchestra — orkestr

a classical music lover — mumtoz musiqa ixlosmandi

country music — kantri musiqasi

a melody — kuy, ohang

old classics — eski mashhur asarlar

a piece — musiqiy asar

entertain — (birovning) ko'nglini ochmoq, xursand qilmoq

get you dancing — raqsga tushirib yubormoq

loud — baland ovozli, shovqinli

perform live — jonli ijro etmoq

an informal email — norasmiy elektron xat

be thinking of visiting — kelib ketishni o'ylab yurmoq

offer sb a choice — birovga tanlash imkonini bermoq

relevant information — mavzuga oid ma'lumot

ask about sb's news — birovning yangiliklarini so'ramoq

hear of — (kim yoki nima haqida) eshitgan bo'lmoq

a shame — afsus, achinarli hol