Lesson 7 — Writing: An Informal Letter

Writing: An informal letter/email (Unit 1)
Laser B1+ SB pp. 12–13 (Writing: norasmiy xat — ex.1 topshiriq, ex.2 rasmiy ↔ norasmiy iboralar, Martinaning Tina'ga xati, ex.4 norasmiy iboralarni topish, ex.5 norasmiy yozuv qoidalari, ex.6–7 Dean'ga xat rejasi, ex.8–9 yozish va Check it out!) — asosiy; Solutions Pre-Intermediate p. 39 (An informal letter: Andy'ning xati, Writing Strategy, taklif iboralari); Solutions Intermediate p. 27 (Claudia blogi — suhbat ohangi)

Class	Grade 10
Lesson type	Skills
Aim	By the end of the lesson students can tell formal from informal language and write an informal letter of 120–180 words to a family member with a clear beginning, paragraphs and ending.
Materials	Vocabulary sheet (31 items), matching worksheet (Groups A and B), slides, flashcards with audio (sozlar.com/vocab); Laser B1+ pp. 12–13; Writing Planner 1 (p. 155)
New items	31 words and phrases

Learning outcomes

• swap five formal expressions for informal ones

• use six news phrases from Martina's letter (Anyway, The big news is…, Oh, and another thing!…)

• name five features of informal writing

• plan and start the letter to Dean (Laser p. 13 ex. 6–8)

Stage by stage (45 minutes)

Min	Stage	Teacher	Students
3	**Lead-in**	Show two openings: 'Dear Sir or Madam' and 'Hi Tina!'. Ask: who writes each one, and to whom?	Discuss formal vs informal situations.
9	**Presentation (4 blocks)**	Present A letters and emails (10), B starting and ending a letter (7), C informal style (7), D linking words and family news (7).	Repeat, copy, mark F or I next to each phrase.
8	**Book pp. 12–13 ex.1–5 (recycle 1)**	ex.2 matching in pairs, ex.4 find the phrases in the letter, ex.5 true/false. Check quickly.	Match, underline, answer T/F.
4	**Language focus — the shape**	Show the focus slide; students label Martina's letter: opening, paragraphs, closing.	Label the parts.
3	**Speaking — big news + pen-friends (recycle 2)**	Pairs tell their big news and talk about a pen-friend or a relative who lives abroad.	Use The big news is…, Anyway, …, I haven't heard from… for…
10	**Plan and start the letter (recycle 3)**	Laser p.13 ex.6–7: students plan the letter to Dean and write the first two paragraphs. Monitor for formal phrases.	Plan, then write the opening and paragraph 1.
6	**Matching activity**	Matching worksheet; Group A and B, then swap.	Match halves, read aloud.
2	**Feedback and homework**	Read one good opening line; set the letter as 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. Model answer «Dear Dean» — uyga o‘qish va tahlil (~5 daq.).

2. Talaffuz slaydi — uyga (~2 daq.).

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

Questions to ask

• Why should the letter to your cousin be informal?

• When do we write 'Yours faithfully' and when 'Yours sincerely'?

• Which phrase does Martina use to change the topic?

• Name three features of informal writing.

• Give two ways to end a letter to a friend.

Anticipated problems and solutions

• Students mix styles: 'Dear Tina, I am writing to inform you…'. Ask them to underline every formal phrase in their draft.

• Too many exclamation marks. Martina uses a few for strong feelings only — count them together.

• Letters of 60 words. Show the target 120–180 and the five-paragraph plan.

Fast finishers / weaker students

Fast finishers finish the whole letter and count the words; weaker students use the model answer 'Dear Dean' as a frame and change the details.

Homework

• Finish the letter to Dean (120–180 words) and tick the Check it out! list on p. 13.

• Learn the 31 items with the flashcards: sozlar.com/vocab/cards/?set=grade10-lesson7

• Plan homework: write the informal letter (Laser B1+ p. 13, ex. 8).

Reading text — A model answer — Dear Dean, (Laser B1+ p. 13, ex. 6)

Dear Dean,

How are you? Sorry I didn't **reply to your letter** sooner — life here is so busy! **Anyway**, you asked me about the family I'm staying with, so here's all the news.

I'm staying with the Carters in York, and I love it! It's a beautiful old town with a river. Mr Carter is a doctor and he's really funny — he tells jokes at every meal. Mrs Carter teaches music, so there's always somebody playing the piano.

Oh, and another thing! Their son Tom is my age. He's crazy about football, and last Saturday we went to a real match. We lost, but we **had a wonderful time**. Their daughter Amy is only six, but she's teaching me English songs. Can you believe it?

One last thing. How's Mum's new job? **Actually**, I haven't **heard from** her for two weeks. And did you pass your driving test? Please **write back** soon — tell me all your news!

That's all for now. Everybody sends their love.

Love,

Aziz

Reading questions — answer key

1. To his brother Dean — family, so informal style.; 2. 'Anyway, …'; 3. Mr Carter is a doctor; Mrs Carter teaches music.; 4. didn't, I'm, here's, it's, he's, there's, she's, How's, That's (any three).; 5. Five (intro, the family, another thing, questions, ending).

Word list (quick reference)

an informal letter — norasmiy xat

a formal letter — rasmiy xat

a pen-friend — yozishma do‘sti

live abroad — chet elda yashamoq

the family news — oilaviy yangiliklar

reply to a letter — xatga javob yozmoq

write back — javob yozmoq

a paragraph — xatboshi

an address — manzil

sign a letter — xatga imzo qo‘ymoq

Dear Sir or Madam — Hurmatli janob yoki xonim (ismini bilmaganda)

Yours faithfully — Hurmat bilan (rasmiy; ismini bilmaganda)

Yours sincerely — Hurmat bilan (rasmiy; ismini bilganda)

All my love — Butun mehrim bilan (yaqinlarga xat oxirida)

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

Best wishes — Eng yaxshi tilaklar bilan

Bye for now — Hozircha xayr

formal language — rasmiy til

informal language — norasmiy til, so‘zlashuv tili

a conversational tone — so‘zlashuv ohangi (gaplashayotgandek)

a contraction — qisqartirilgan shakl (it’s, we’re)

an exclamation mark — undov belgisi (!)

an incomplete sentence — to‘liqsiz gap

everyday vocabulary — kundalik so‘zlar

anyway — xullas, nima bo‘lsa ham (mavzuga o‘tish)

one last thing — oxirgi bir gap

actually — aslida

the big news — eng katta yangilik

hear from someone — kimdandir xabar olmoq

a wedding — to‘y

have a wonderful time — ajoyib vaqt o‘tkazmoq