

EDUCATION

V F W

WRITING A NOTE: EXCUSING AN ABSENCE



INSTRUCTION SHEET

INSTRUCTIONS:

A guided writing exercise for students to study the format of formulaic notes to school, then practise writing their own. 3 different styles are presented; choose those that are most relevant to your students. Sample notes can be copied onto OHP for the whole class to view together and discuss what they are for. Talk about school security, absenteeism, parental involvement and the need for communication between family and school. With a note on OHP, highlight the elements of a letter; the location of date, the salutation, the body of the letter (who and what's it about, what you want/offer), contact information and salutation. With another example, show how the format is very similar, with just the particulars changed. Then have students write a letter for their own family members (If students don't have children in school, they can write a letter to you about their own needs).

REQUIRED STRUCTURES: letter formatting (samples provided), making requests, asking for information, making offers, making appointments/arrangements

REQUIRED VOCABULARY: general letter vocabulary: *addressee, Dear ..., salutation, Sincerely, Regards, request, contact information, availability, signature*

ABSENCE: *excuse, absence, assignments, ear infection, send...home with..., drop...off*

REQUEST: *meet, subjects, notice, Family Life program, note, contact*

OFFER: *supervise, field trip, PAC, materials, arts & crafts, tailor, fabric, thread, buttons, tissue paper, fashion magazines, pick...up, shop, items*

GROUP SIZE: large group for OHP, individual for writing

HANDOUTS: Writing a note to School worksheets (Excusing an Absence, Making a Request, Making an Offer)

OTHER MATERIALS REQUIRED: none

RELATED GRAMMAR: parts of speech and words that can be different parts of speech (i.e. excuse n.,v.), phrasal verbs (separable and non-separable), modals for polite requests

FOLLOW-UP ACTIVITIES:

Use similar format for notes for other situations,

Role-play making arrangements on the telephone.

Discuss how and why notes are sent to school

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WORKSHEET

AFTER:
DATE:

Nov 18, 2002

ADDRESSEE:

Dear Ms. Clarke,

WHO
WHEN
WHAT
WANT:

Please excuse Janine McEwan's absence from class after lunch on friday, Nov 15th. She had a doctor's appointment in the afternoon. Please give Janine any assignments for that afternoon and her homework for the weekend.

SALUTATION:

Thank you,

SIGNATURE:

A handwritten signature in blue ink that reads "Elizabeth McEwan".

IN ADVANCE:
DATE:

Oct 22, 2002

ADDRESSEE:

Dear Mr. Smith,

WHO
WHEN
WHAT
WANT:

Christina will be away from school for the rest of the week with an ear infection. Please send any homework assignments home with Carly Hanes, who lives in our neighbourhood. She can drop them off at our house for Christina to do at home.

SALUTATION:

Sincerely,

SIGNATURE:

A handwritten signature in red ink that reads "Sue Lee".

NOW WRITE A NOTE FOR YOUR CHILD TO BE ABSENT FOR A DENTAL APPOINTMENT:

DATE:

ADDRESSEE:

WHO
WHEN
WHAT
WANT:

SALUTATION:

SIGNATURE: