

EDUCATION

WRITING A NOTE: MAKING AN OFFER

V F W



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

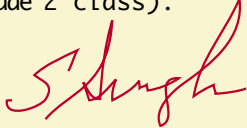
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WORKSHEET

DATE:	May 7, 2002
ADDRESSEE:	Dear Mrs Parker,
OFFER & AVAILABILITY:	I can supervise and drive for the class field trip to the swimming pool on Thursday, May 11. I have a mini van with seat belts for 5 passengers.
CONTACT:	Please leave me a message at 555-2052
SALUTATION:	Sincerely,
SIGNATURE:	

DATE:	Feb 3, 2002
ADDRESSEE:	Dear PAC,
OFFER & AVAILABILITY:	I have some materials for the arts and crafts day for next month. I am a tailor, so I have lots of fabrics, thread, buttons, tissue paper and fashion magazines you can have for your students. I do not drive, so someone will have to pick them up from my shop.
CONTACT:	Please send a list of items you need home with my son, Caleb. (in Mr. Avery's grade 2 class).
SALUTATION:	Regards,
SIGNATURE:	

WHAT CAN YOU OFFER?

DATE:	
ADDRESSEE:	
OFFER & AVAILABILITY:	
CONTACT:	
SALUTATION:	
SIGNATURE:	