

FINDING A PLACE TO LIVE

GIVING NOTICE

F W



INSTRUCTION SHEET

INSTRUCTIONS:

Practice in formatting letters and filling in required information. The instructor shows the general format of a simple “notice” letter (adapted from *Newcomers’ Guide* p. 51) on an overhead, then students listen to instructor’s oral details for writing new letters using the same format.

REQUIRED STRUCTURES: letter formatting

REQUIRED VOCABULARY:

GROUP SIZE: whole class

HANDOUTS: none. Letter formatting worksheet to be copied onto overhead acetate for whole class to view. Samples to be read to students orally.

OTHER MATERIALS REQUIRED: OHP

RELATED GRAMMAR: prepositions, punctuation

FOLLOW-UP ACTIVITIES:

Students write a note asking landlord to repair something.

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GIVING NOTICE: LETTER FORMATTING AND DICTATION

(today's date)

To: _____
(landlord)

From: _____
(tenant)

I/ We/ My family will be moving out of _____,
(apt. #) (address)

on _____.
(moving date)

Sincerely,

(signature)

GIVING NOTICE DICTATIONS:

1. Write a letter to BC Central Properties telling them you are moving out of your house at 1234 Front Street next month. Today is October 8.
2. Write a letter to your landlord, James Byrd, stating you will be moving out of apartment 204, 128 Carmanah Road, at the end of August. Today is June 15.
3. Today is March 16th and you need to write a letter reminding your landlord that you will be vacating your bachelor suite at the end May. Your address is #4, 440 Poplar Drive.