Appendix G

A SAMPLE OF LESSON PLAN

This lesson plan was designed based on the results obtained from the open-ended questionnaire used in the present study. In response to the question on the frequently written types of text, the respondents reported that they had written nine types of texts of which the most frequently mentioned was letter writing (see Figure 4.3). The interview results also confirmed this finding. That is the majority of the respondents were found to have been writing letters to their friends regularly. From these findings, it is possible to infer that letter writing is one of the topics that interests EFL learners. Therefore, this lesson plan intends to illustrate the possibility of incorporating letter writing as a topic into the writing course in order to enhance students’ engagement and motivation.

Lesson plan for informal letter writing

<table>
<thead>
<tr>
<th>Subject: Writing course in English</th>
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<tbody>
<tr>
<td>Students No: undergraduates</td>
</tr>
<tr>
<td>Level of class &amp; year: Level of class &amp; year: undergraduates</td>
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<tr>
<td>Lesson topic: Informal letter writing</td>
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<td>Time allocated: 2 hours</td>
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Specific Learning Objectives

By the end of this lesson, students will be able to:

- identify the purposes of writing an informal letter;
- identify the format of an informal letter;
- recognize the commonly used words and phrases in an informal letter; and
- write an effective informal letter.
drafts for feedback.

Act.4 Raises a question how to practise writing an informal letter regularly so as to develop the skills of writing.

Act.4.1 Based on the agreement reached, the teacher will give the first assignment to be reported in the agreed time.

Reminds the students to report the topics of the letters written along with the number of words and one of these randomly selected letter will be submitted for evaluation

Act.5 Asks the students to evaluate the lesson.

The students comment on implementing the integrating of informal letter writing into the writing course. In this case, they will give suggestions on the number of letters to be written in their free time and the time of reporting the assignment in a semester.

Based on the consensus reached to the number of letters to be written, each student will go out with the assignment.

Each student will write the required number of letters per the schedule and reports the topic and the word counts of each to the teacher. Finally, one randomly selected letter will be submitted to the teacher for marking.

Each student will complete the evaluation form.

Appendix G (continued)

<table>
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<tr>
<th>Resources</th>
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<tr>
<td>Worksheets, black board, chalk, flip chart, markers</td>
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Assessment to be used

Activity 2.1 Each group will exchange its answer with that of another group to get peer feedback.

2.2 A teacher led whole class discussion will be held to give feedback to the selected presentations.

2.3 Questions that raise the students’ awareness towards the vocabulary and the format of an informal letter will be addressed to randomly selected students.

Activity 3 Observation will be made while each student executes the task in each stage.

3.1 Marking the letter produced by each student.

Finally, each student will be asked to evaluate the lesson using the form.

Key
Act. = Activity
Min= Minute