

DEAR TEACHER: Writing a letter

TIME:	20 minutes (or assign as homework)
INTERACTION:	Individual
AIM:	To write a letter introducing themselves to the teacher.
TEXT TYPE:	Letter
REGISTER:	Informal
WRITING SKILLS:	Drafting
PREPARATION:	Make one copy of a letter from you (the teacher) for each student. Make one copy of the worksheet for each student.

PROCEDURE

Note: This activity works best at the beginning of a course.

- Before class, write (or type) a letter to your students. Introduce yourself and tell them a little bit about you. There is a sample letter on page 59 that you can use as a model. Make enough copies so that each student has one.
- On the first day of class, tell the students that you would like them each to write you an informal letter about themselves. Hand out the worksheet and tell the students that they should follow this outline.

- Tell the students that you have written a letter to them that follows this outline. Give them each a copy.
- Tell them to write you a letter. Explain that this first piece of writing will not be corrected or handed back, that it is more important that they express themselves in written English.

Note: If you want to do this during class time, give them time to read your letter and talk about it before they write their own. If you want them to write the letter as a homework assignment, give them your letter just before the end of class and ask them to give you their letter at the beginning of the next class.

You can repeat this activity at other times during the school year (for example, after the Christmas or Easter vacation). This gives your students some authentic writing practice with a real audience: you!

DEAR TEACHER

Write your teacher a letter following this outline.

(date)

Dear (teacher's name),

Paragraph 1: introduce yourself (name, age, nationality, where you live)

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Paragraph 2: your job, what languages you speak, why you are learning English

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Paragraph 3: your likes and dislikes

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Best wishes,
(student's name)

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