

WHILE-TASK: THANK YOU LETTER

Linguistic focus	Writing
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Thematic focus	Letter
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Language level/target group	A2/B1
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Teacher instructions

In the book, there is a passage that reads „**Have you given someone a smile or a hug today?**” (page 17); this question is the focus of the learning chunk on loving.

In class, the students first watch a YouTube video on how to write a letter (e.g., <https://www.youtube.com/watch?v=3CIV82aT2oA>). You can find a worksheet with questions for the recommended video in this guide (see Happy 14.1).

Afterwards, students think of someone they want to say thank you to. They then write a first draft of a thank you-letter to this person (see Happy 14.2). In their letters, students should express their gratitude to someone in their lives. With the help of the teacher (and possibly a partner), they can then revise their letters and copy the improved version onto the template. They can then put the letter in an envelope and potentially hand or send it to the person to whom it is addressed. Students could also be encouraged to send a personal drawing along with their letters. In addition, the students can share in class what it was like to write the letter and give it to the person.

Alternative

The students can also form pairs and be encouraged to write to one another. This opens up the possibility of reflecting on what it is like to receive a letter because every student receives one.

Additional material to be used

- Quiz on YouTube video (with answer key) [Happy 14.1]
- Letter template [Happy 14.2]

A FRIENDLY LETTER

Task 1

Watch the video on "A Friendly Letter" and answer the questions.

1. What are some reasons mentioned in the video for why we write friendly letters instead of just texting our friends?

- a) Friendly letters can be saved for a long time and have a personal touch.
- b) Friendly letters are quicker and easier to write than text messages.
- c) Friendly letters are more popular among adults.

2. Where should the heading be written in a friendly letter?

- a) Top left corner
- b) Top right corner
- c) Bottom left corner
- d) Bottom right corner

3. What do you do in the greeting of a friendly letter?

- a) You ask for advice.
- b) You introduce yourself.
- c) You start with the word "dear" followed by the person's name and a comma.

4. How many paragraphs should the body of a friendly letter have?

- a) One
- b) Two
- c) Three
- d) Four

5. Where should the closing be written in a friendly letter?

- a) Top left corner
- b) Top right corner
- c) Bottom left corner
- d) Bottom right corner

Link to the video: <https://www.youtube.com/watch?v=3ClV82aT2oA>

A FRIENDLY LETTER – ANSWER KEY

1. What are some reasons mentioned in the video for why we write friendly letters instead of just texting our friends?

a) Friendly letters can be saved for a long time and have a personal touch.

(00:00:14 - 00:00:34)

b) Friendly letters are quicker and easier to write than text messages.

c) Friendly letters are more popular among adults.

2. Where should the heading be written in a friendly letter?

a) Top left corner

b) Top right corner (00:01:09 - 00:01:42)

c) Bottom left corner

d) Bottom right corner

3. What do you do in the greeting of a friendly letter?

a) You ask for advice

b) You introduce yourself

c) You start with the word “dear” followed by the person's name and a comma

(00:01:31 - 00:01:58)

4. How many paragraphs should the body of a friendly letter have?

a) One

b) Two

c) Three (00:02:40 - 00:03:01)

d) Four

5. Where should the closing be written in a friendly letter?

a) Top left corner

b) Top right corner

c) Bottom left corner

d) Bottom right corner (00:03:34 - 00:03:59)

LETTER TEMPLATE

[The full-size template can be found as a PDF in the appendix.]

A FRIENDLY LETTER

If you put
your letter in
an envelope,
you can cut
out a stamp
and paste it
in the top
right corner
of the
envelope.



A large rectangular box containing horizontal lines for writing a letter. The lines are spaced evenly, with a larger gap at the top for an address and a larger gap at the bottom for a signature.