

Academic Writing Education: Student Study Hours

Stage 1: Unit 1: Lesson 1-2

Lesson 1: Explore

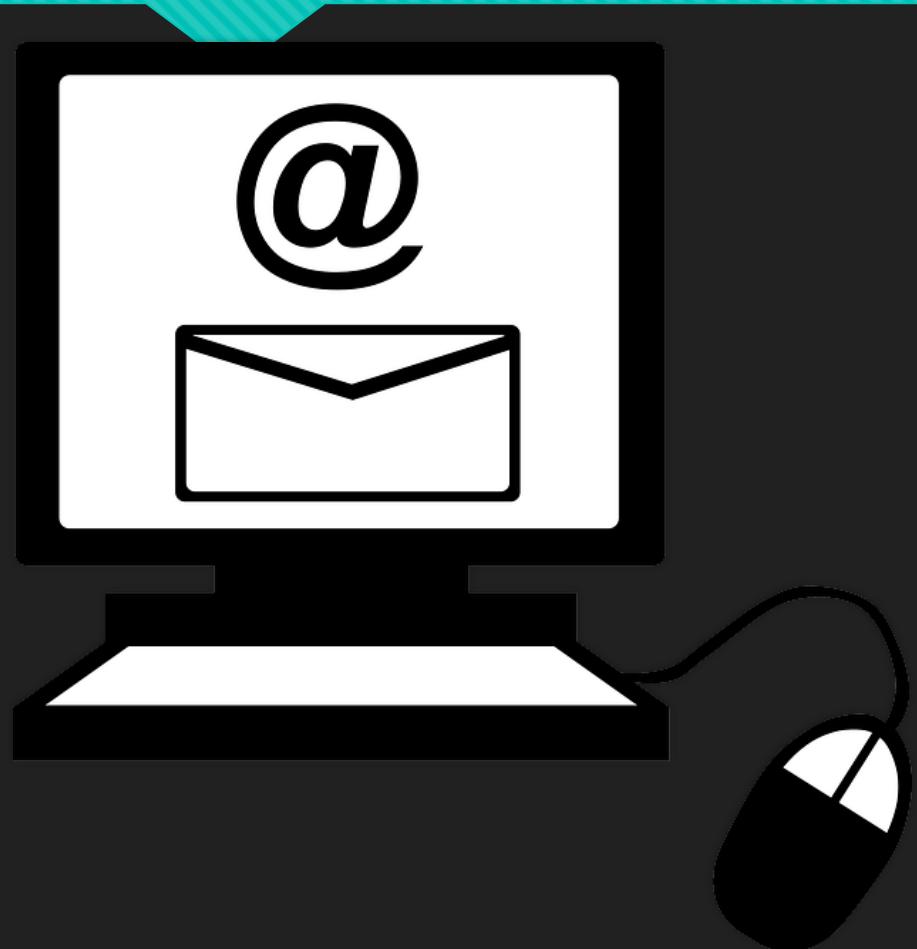
Parts of an email

Learning Outcomes

- I can identify different organizational parts of an email.
- I can use my own and others' ideas to plan and develop ideas before writing.

Starter:

When is it best to communicate using email?



Key Terms

subject (noun)

- – the different things you study at school (e.g. mathematics, science, English, Arabic etc.)



periods (noun)

- a part of time when you learn a subject—one class/lesson

Class Schedule Template

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 6 AM | | | | | | | |
| 7 AM | | | | | | | |
| 8 AM | | | | | | | |
| 9 AM | | | | | | | |
| 10 AM | | | | | | | |
| 11 AM | | | | | | | |
| 12 PM | | | | | | | |
| 1 PM | | | | | | | |
| 2 PM | | | | | | | |
| 3 PM | | | | | | | |
| 4 PM | | | | | | | |
| 5 PM | | | | | | | |
| 6 PM | | | | | | | |



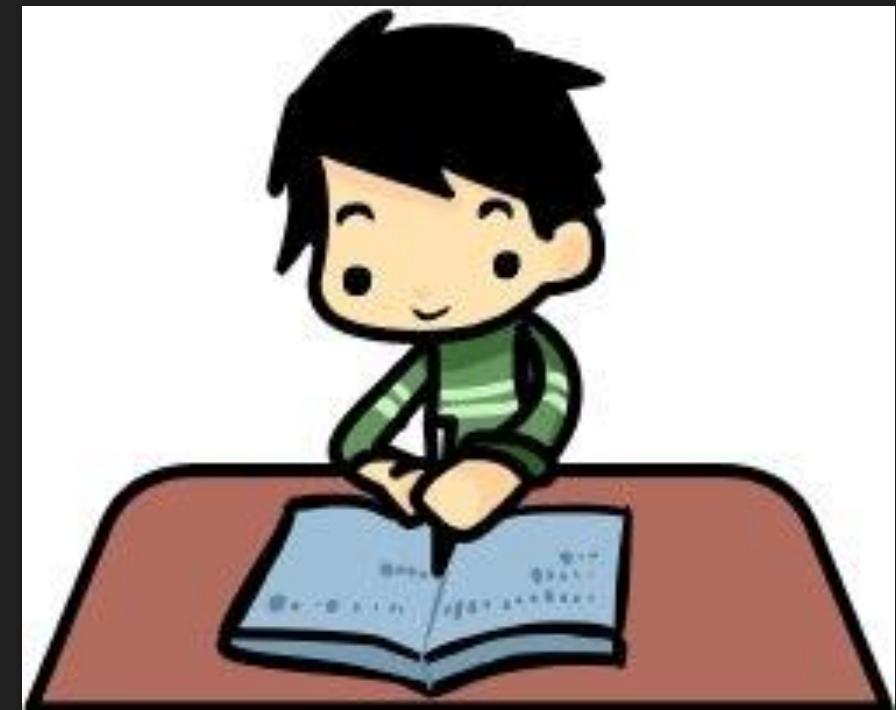
lunch break (noun)

- A rest from classes to eat, the time you eat lunch



homework (noun)

- schoolwork or assignments your teacher gives you to do at home outside of class time

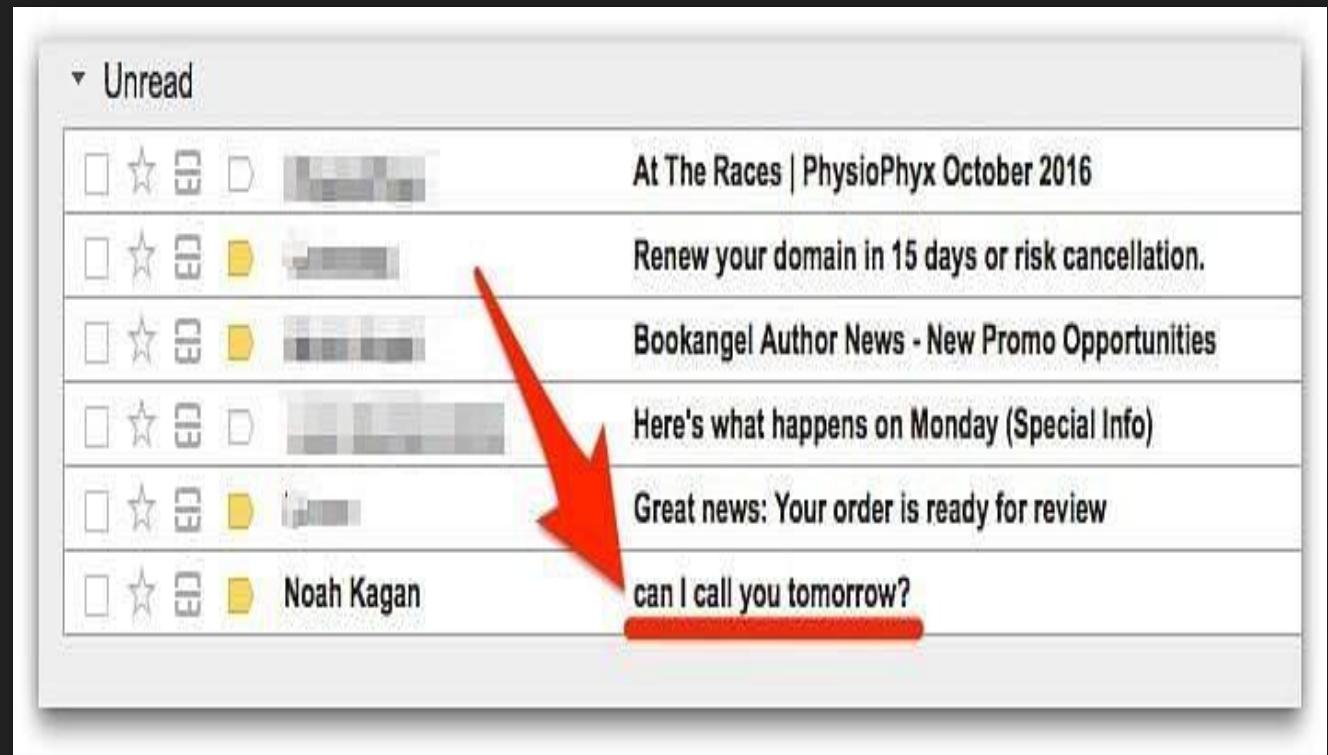


Use the terms in the box to complete the sentences.

- I have three periods of science today. subject
- My favorite subject is mathematics. periods
- I have a lot of homework to do tonight. lunch break
- I'm hungry, what time is the lunch break ? homework

Writing Tip:

The subject of an email helps the reader know what the email is about before they open it.



Vocabulary: subject line (noun)

- A short group of words at the beginning of an email to describe what it is about



| |
|--|
| Missing Class Due to Black Ice |
| To: Trent M Kays <trent@trentmkays.com> |
| From: Joey McStudent <joey@mcstudent.com> |
| Subject: Missing Class Due to Black Ice |
| Hi Mr. Kays: |
| I will not be in class today because of dangerous road conditions. |
| I will contact one of my classmates for details on what I missed. |
| Thanks. |
| Joey McStudent |
| 8am Comp 1 |
| SEND |

Read Alex's email and choose the best subject line:

- a) Subject: exams
- b) Subject: my favorite subjects
- c) Subject: what my school is like
- d) Subject: I need help with my homework

To: Mohamad123456@abcdemail.com

Subject: What my school is like

Dear Mohamad,

I hope you are well.

I'm a student from England but I am moving to the UAE. I will go to school in Abu Dhabi. I want to know if school days are different in the UAE.

In my school in England, we study 8 subjects. My school starts at 8:30 am. We have 7 periods each day. Each period is 50 minutes. We have 2 periods in the morning then a 25 minute break. After the break we have 2 more periods before our lunch break. Our lunch break is 1 hour. We then have 3 more periods. School ends at 3:45 pm.

Now you know about my school. Can you please tell me about your school?

Sincerely,

Alex.

Read the email again and identify which of these is included:

- a) a picture
- b) the name of the sender
- c) paragraphs
- d) a question
- e) an introduction
- f) a phone number
- g) the name of the receiver
- h) a website link

To: Mohamad123456@abcdemail.com 

Cc:

Subject:

Signature: None

Dear Mohamad, 

I hope you are well.

 I'm a student from England but I am moving to the UAE. I will go to school in Abu Dhabi. I want to know if school days are different in the UAE.

In my school in England, we study for 7 hours. We have 7 periods each day. Each period is 45 minutes long. We have a 15 minute break in the morning then a 25 minute break. After the morning break, we have a 1 hour lunch break. Our lunch break is 1 hour long. We start school at 8:30 am. We have 2 periods in the morning. We have 2 more periods before our lunch break. We have 3 more periods. School ends at 3:45 pm.

Now you know about my school. Can you please tell me about your school? 

Sincerely,

Alex. 

Read the email again and mark the sentences as true (T) or false (F).

1. Alex is from England. **T**
2. Alex studies 9 subjects at his school. **F**
3. Alex has 7 periods a day. **T**
4. Alex's school starts at 8:00 am. **F**
5. The lunch break in Alex's school is 45 minutes. **F**
6. Alex has 5 periods before lunch. **F**
7. Alex wants to know about Mohamad's school. **T**

To: Mohamad123456@abcdemail.com

Cc:

Subject:

Signature: None

Dear Mohamad,

I hope you are well.

I'm a student from England but I am moving to the UAE. I will go to school in Abu Dhabi. I want to know if school days are different in the UAE.

In my school in England, we study 8 subjects. My school starts at 8:30 am. We have 7 periods each day. Each period is 50 minutes. We have 2 periods in the morning then a 25 minute break. After the break we have 2 more periods before our lunch break. Our lunch break is 1 hour. We then have 3 more periods. School ends at 3:45 pm.

Now you know about my school. Can you please tell me about your school?

Sincerely,

Alex.

Think about your school. Discuss the questions below

How many subjects do you learn in your school?

When does your school day start and end?

How many periods do you have per day? How long is each period?

What breaks do you have?

Open the link to discuss what your school day looks like with the class.

If you use this slide, use a link to your own padlet or other interactive collaborative page 😊

<https://padlet.com/marypilant/elj0g5xq3hz5uevv>

In your notebook, copy the table below
write notes about you discussed:

| | | | |
|------------------------------|--|--------------------|--|
| start time | | number of breaks | |
| number of subjects | | break length | |
| number of periods per day | | lunch break length | |
| length of each period | | end time | |

Plenary

If you use this slide, copy this quizziz to
your account to use ☺

- <https://quizizz.com/admin/quiz/5f612cb53a8549001bf9fb98>

Lesson 2: Produce

Writing an email

Learning Outcomes

- I can write a simple, longer email about my school day.
- I can write an email with a greeting, introduction, paragraphs, and a sign-off.
- I can check my writing for correct spelling, grammar, and punctuation.

Writing Tip:

Remember to include a greeting in your emails. See the examples below.

- I hope you are well.
- Thank you for your email.
- It's great to hear from you.

Also, remember to sign off the email. See the examples below.

- Kind regards,
- All the best,
- Sincerely,





Now it's your turn! Reply to Alex's email using the template.

Remember to include:

- a subject line
- a greeting
- information about your school
- a sign off

