

# Academic Writing Education: Student Study Hours

Stage 1: Unit 1: Lesson 1-2

# Lesson 1: Explore

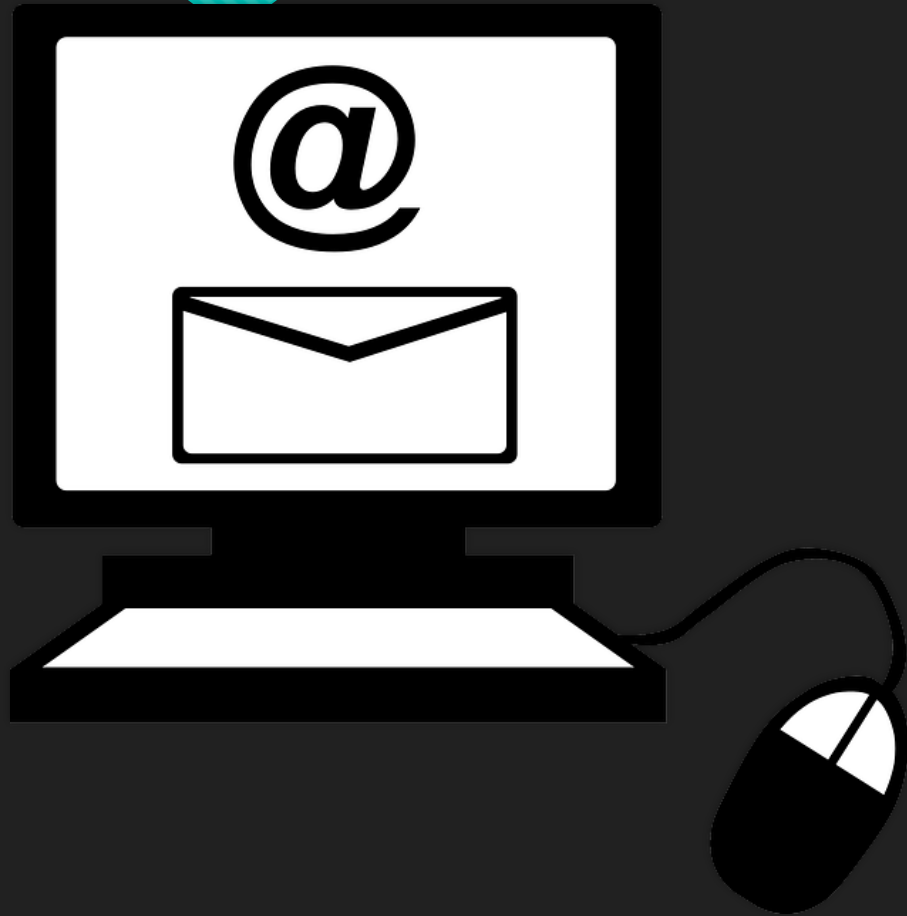
Parts of an email

# 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		Title Classroom Lesson				Title Classroom Lesson	
9 AM	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson		Title Classroom Lesson	Title Classroom Lesson
10 AM					Title Classroom Lesson		
11 AM	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson			Title Classroom Lesson
12 AM							
1 PM	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson	Title Classroom Lesson			Title Classroom Lesson
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.

○ My favorite subject is mathematics.

○ I have a lot of homework to do tonight.

○ I'm hungry, what time is the lunch break?

○ subject

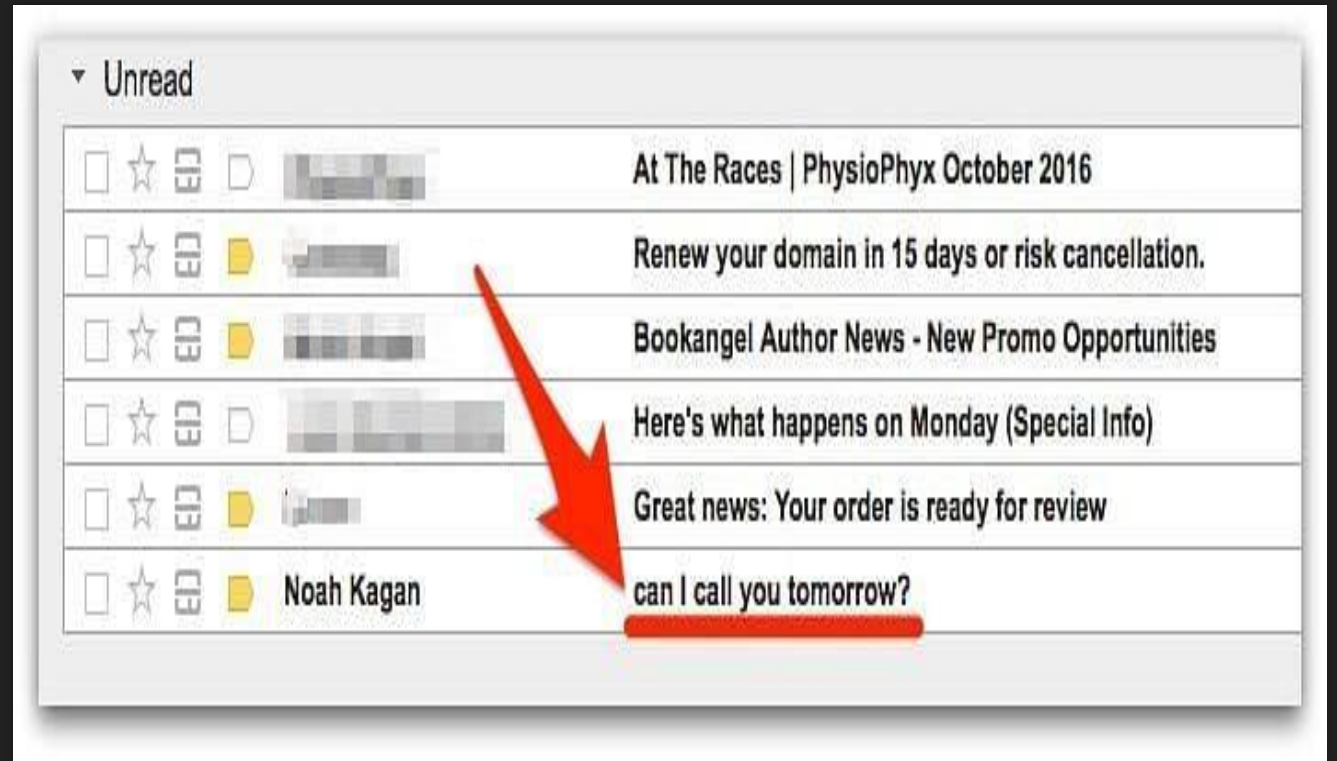
○ periods

○ 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.

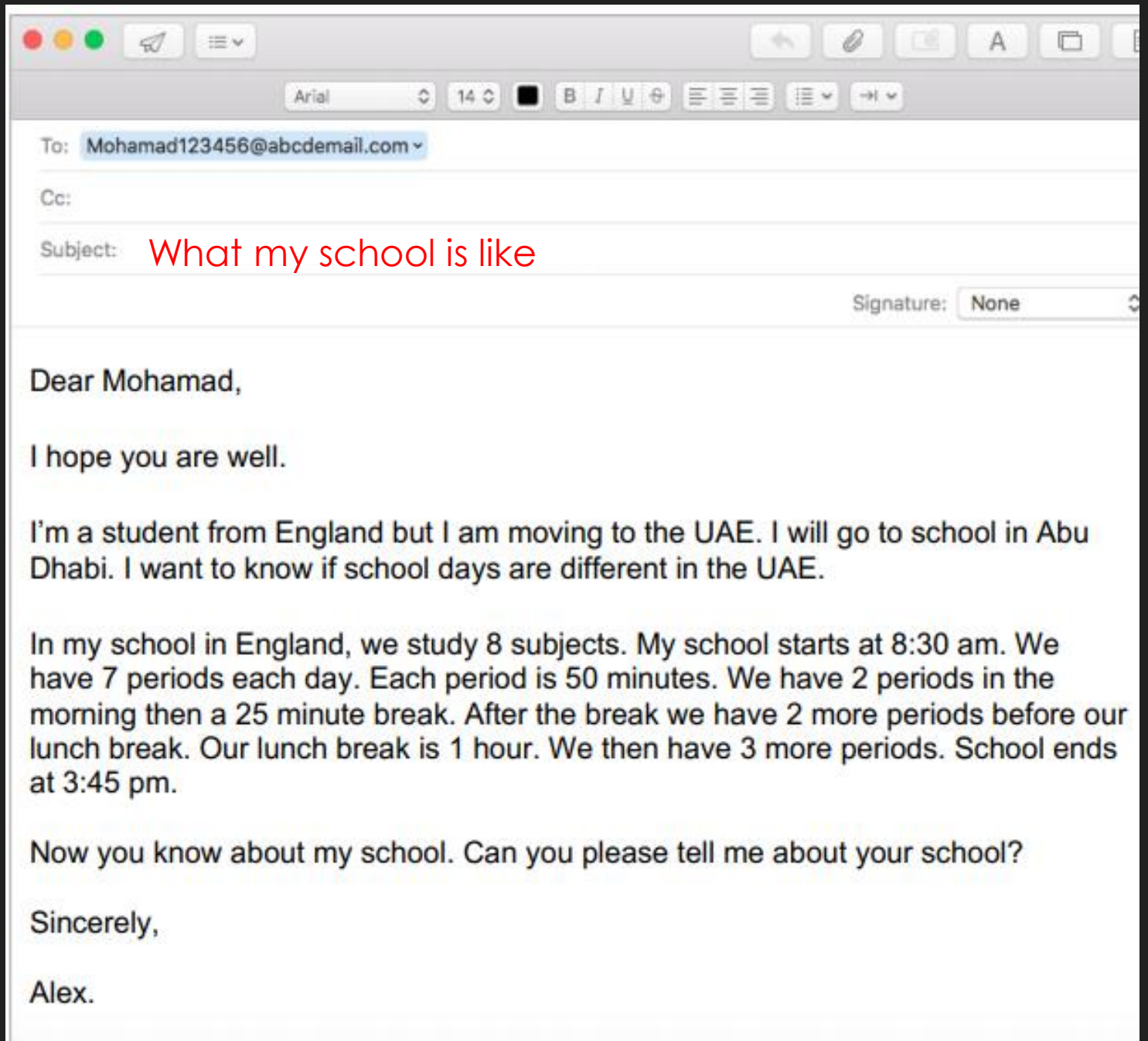
Joey McStudent

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



The screenshot shows an email composition window with a toolbar at the top containing icons for undo, redo, font color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. The toolbar also displays the font 'Arial' and size '14'. The email header fields are as follows:

- To: Mohamad123456@abcdemail.com
- Cc:
- Subject: What my school is like
- Signature: None

The body of the email contains the following text:

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.

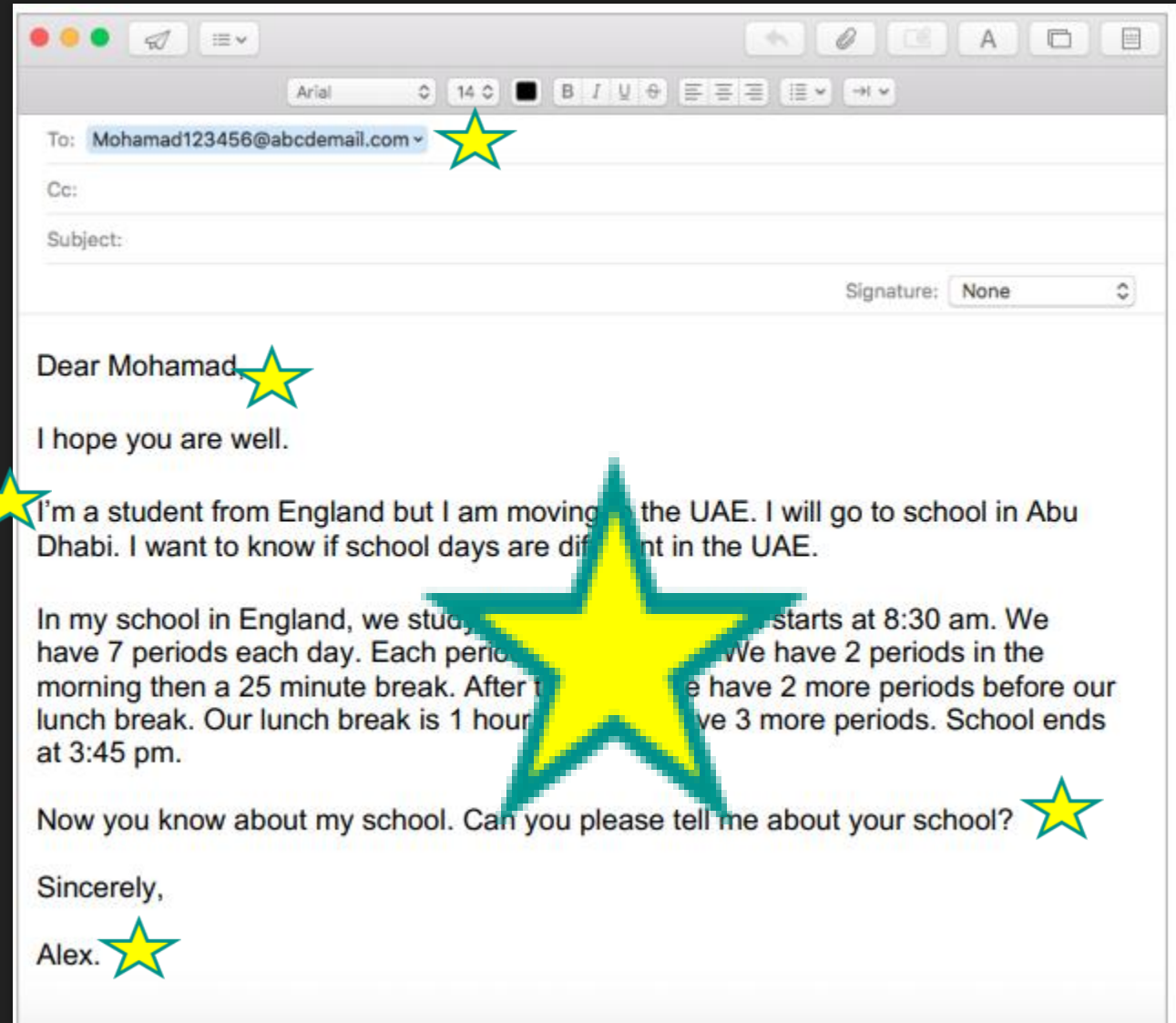
Now you know about my school. Can you please tell me about your school?

Sincerely,

Alex.

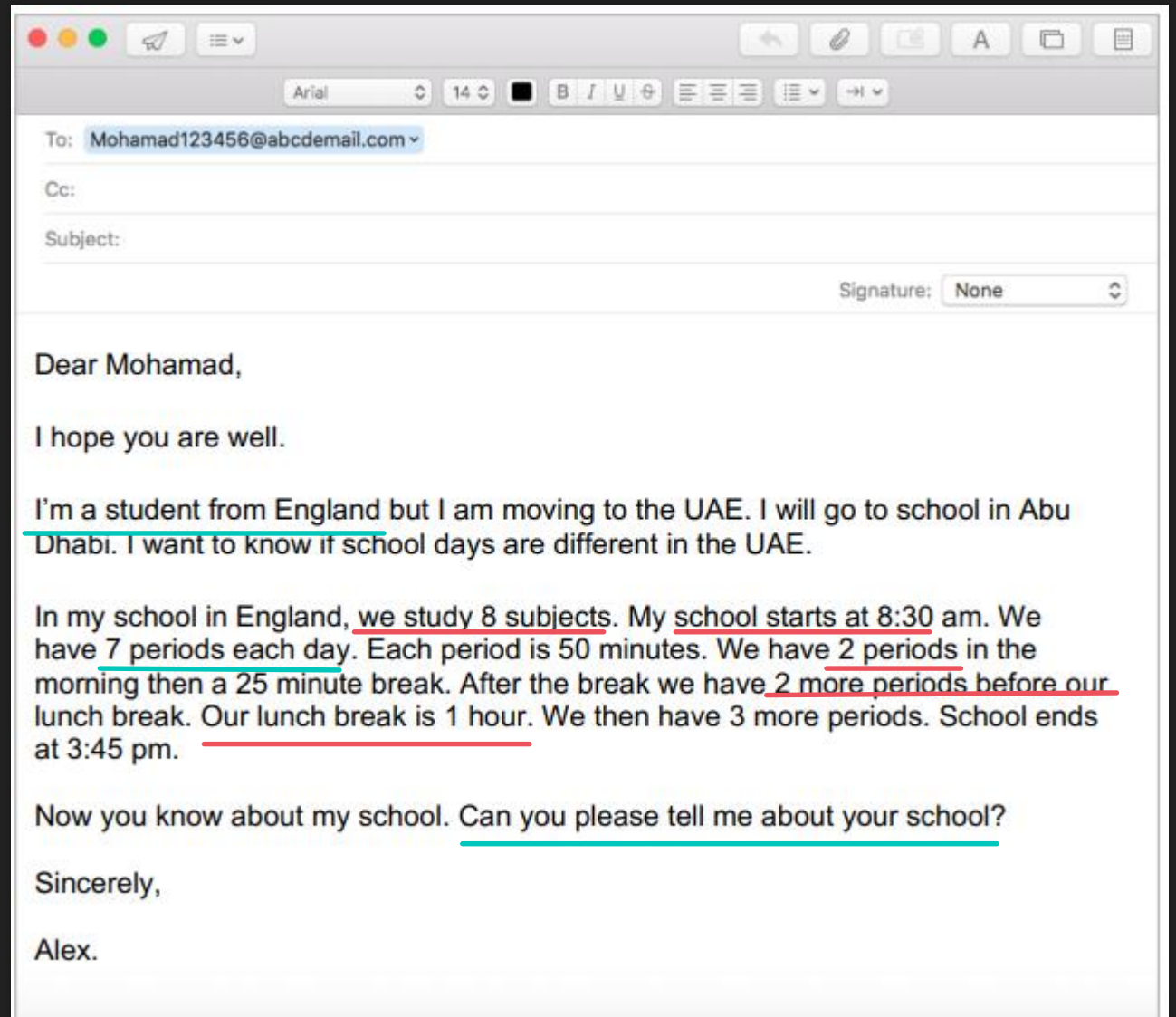
Read the email again and identify which of these is included:

- 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



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



# 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,

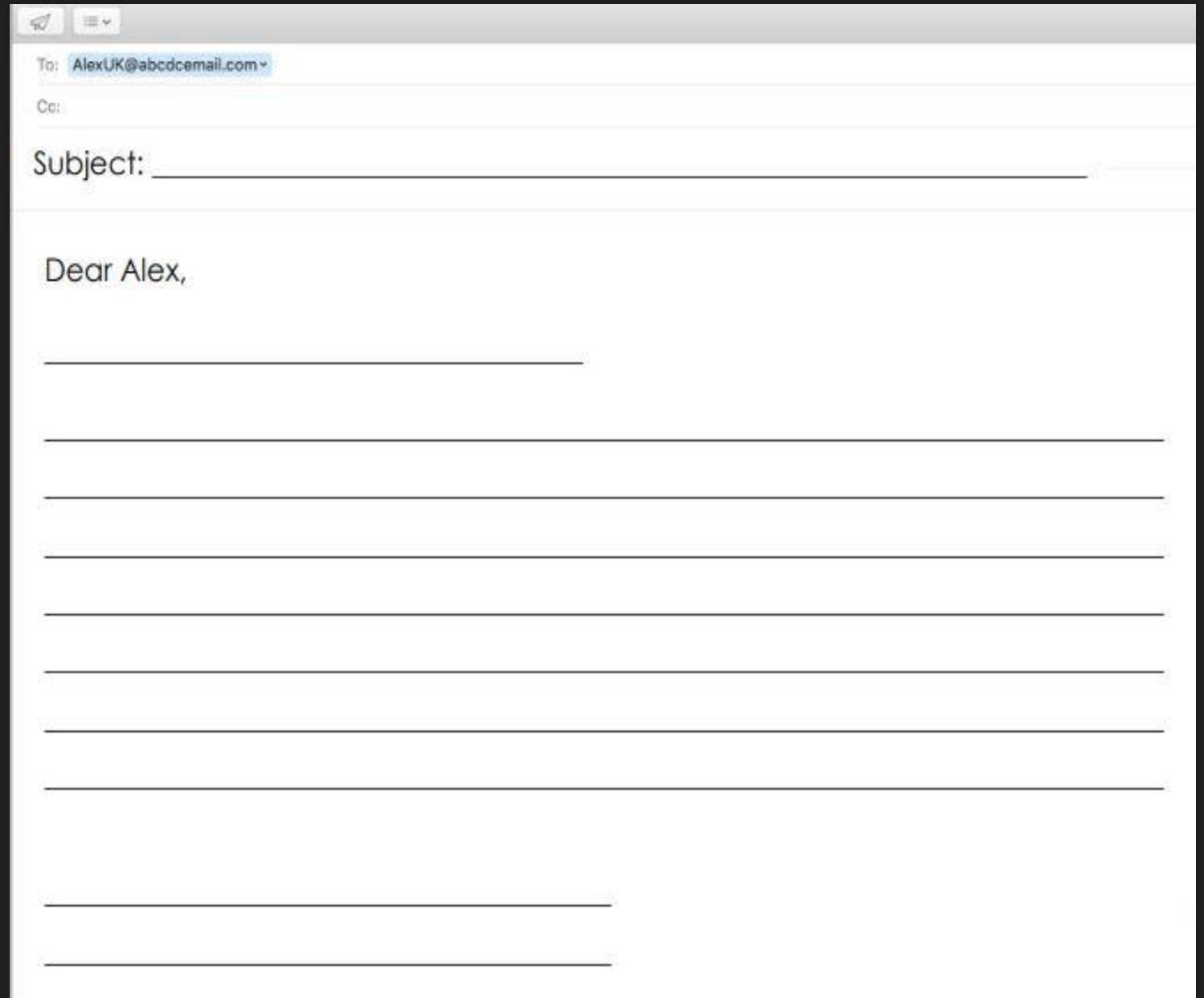




**Now it's your turn! Reply to Alex's email using the template.**

Remember to include:

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

A screenshot of an email reply template interface. At the top, there's a header bar with a paper plane icon and a dropdown menu. Below this, the 'To:' field is populated with 'AlexUK@abcdemail.com'. The 'Cc:' field is empty. The 'Subject:' field is followed by a long horizontal line for input. The main body of the email starts with 'Dear Alex,' followed by a long horizontal line. Below this, there are several more long horizontal lines for input, followed by a final long horizontal line at the bottom.

To: AlexUK@abcdemail.com

Cc:

Subject: \_\_\_\_\_

Dear Alex,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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