

## 1. Differences between Emails and Letters

	Letter	Email
Address		
Salutation		
Content		
Sign-off		

## 2. What can I write about?

	1	2	3	4	5
1. What I did this week in school					
2. What I did this week outside of school					
3. Food I have eaten this week					
4. My problems					
5. Television I have watched					
6. Books I have read					
7. Movies I have seen					
8. Music I have heard					
9. Computer games I have played					
10. The weather					
11. What is going on in the news					
12. My friends					
13. My relatives					

1 – Not at all interesting    5 – Very interesting



## Example Answer

	Letter	Email
Address	Balai Berita 31, Jalan Riong, 59100 Bangsar, Wilayah Persekutuan, MALAYSIA	Jamesfake@gmail.com
Salutation	Dear James	James,
Content	Generally a full page and might include different subjects	Can be shorter. Business emails only address 1 subject
Sign-off	Yours sincerely  James	James

## Teaching Ideas

### Concept Behind Handout

The idea behind this handout is to make writing letters relevant to this generation of students who have grown up with email. Unfortunately curricular rarely adapt to technology as the world changes and so we are often faced with the situation where the tasks sets are slightly unreal and for students to pass exams they need those skills.

So the first step is to highlight the similarities and differences, so that students can see that the basic English is useful for both formats

The second step is to encourage students to think about what they might be able to put in a letter/Email or even a blog.

From there you should be able to encourage students to write letters/emails.

### Writing Follow Up

Some ideas include:

- Blind postman – Letters are written and then delivered to different people in the class. From the content they need to guess who sent it.
- Write a Blog and publish it. (For those with computers)
- Write an email to a friend
- Group Writing – Encourage the students to write letters in pairs/groups