

	GIMNASIO SABIO CALDAS (IED) Nuestra escuela: una opción para la vida GUÍAS DE APRENDIZAJE – PLAN ESCOLAR	Código	PENP - 01
		Versión	001
		Fecha	18/03/2020
		Proceso	Gestión Académica

DOCENTE	GINA GÉLVEZ YULIANA MORALES FELIPE PINZÓN JOHN CENDALES	Grado	NINTH GRADE
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Periodo académico	Third term		
Tiempo de ejecución de la actividad	From October 25 to November 5		
¿Qué competencia(s) debo alcanzar?			
Temáticas mediadoras	Reading comprehension		
Metas	socio affective goal: To participate and ask about all the different exercises worked in class with the purpose to develop the communicative competence.		
	Learning goals: Students can improve their speaking, writing and reading ability through the text and the comprehension		

CRITERIOS DE EVALUACIÓN:

What will you evaluate?	How will you evaluate?	When will you evaluate?
To identify and learn how do you write an email following the several steps.	Listening and writing activity.	October 29
To write an email using each one of the steps for doing that.	Writing and speaking activity	November 5

SEMANA 1 (from October 25 to 29)

ACTIVIDAD INICIAL: Warming up.

Make a brainstorming about the email vocabulary. Be so creative.

CONTEXTUALIZACIÓN:

Email structure

The first thing you need to know is **the different parts of an email**, and these are:

- **Greetings:** we *greet* the other person (i.e. say "hi" or "hello").
- **Opening paragraph:** we react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.
- **Main paragraph 1:** in this paragraph we deal with the first important point, which we can identify in the instructions.
- **Main paragraph 2:** if there is a different point to deal with, this paragraph will do so.
- (We might have more main paragraphs, depending on the task.)
- **Closing paragraph:** in this paragraph we "start" to say goodbye by wishing the other person well and asking them to reply to your email.
- **Goodbye:** we use a short expression to say goodbye.
- **Signature:** we sign the email with our name.

In general, all emails must follow the same structure, and also, I recommend you following these two pieces of advice::

- **Don't write From: y To:**, as it is completely unnecessary and Cambridge won't penalise you. Also, you're saving words which you can use in the body of your email.
- **Don't write a subject**, for the same reason as before.

<https://kseacademy.com/cambridge/b1-preliminary-pet/writing/email-english/>

ACTIVIDAD DE AFIANZAMIENTO:

Read an email asking for help from another department to practice and improve your reading skills. **Annex 1**. Then, identify each one of the part of the email and underline them with different colors.

VERIFICACIÓN DE APRENDIZAJES:

Choose the best answer for each one of the questions and justify the answers.

1.What department does James work for?

- Marketing
- Product design
- Sales
- Research and development

2. Which department is working on the new perfume?

- Marketing
- Product Design
- Sales
- Research and Development

3. What is happening in April?

- a. The company will introduce the new perfume to the public
- b. The product design department will finish their design of the new perfume
- c. The sales department will stop selling perfume
- d. The marketing department will design advertisements for the new perfume.

4. What is Sarah requesting?

- a. For James to design the perfume
- b. For James to have a meeting with the product design department to help them with the packaging of the perfume
- c. For James to ask Patricia for permission to sell the perfume
- d. For James to move to the product design department

5. Who is the head of the sales department?

- a. James
- b. Sarah
- c. April
- d. Patricia

SEMANA 2 (from November 1 to 5)

ACTIVIDAD INICIAL:

Put the events in order considering the last email.

- _____ The product design department introduces the new perfume to the public.
- _____ Sarah and her team finalize the details of the package for the new perfume.
- _____ Sarah asks Patricia for permission to use James.
- _____ The product design department starts work on the design of the new perfume.
- _____ Sarah writes an email to James asking for help
- _____ James has a meeting with Sarah and her team.

CONTEXTUALIZACIÓN:

Greeting	Hi Sandy,
Opening p.	Thanks a lot for writing back. I'm also really excited about visiting you!
Main p. 1	On my first evening, I'd like to relax at home. I will probably be very tired from the trip, so I need to rest and get ready for the other days. Is that okay?
Main p. 2	As for climbing, I'm afraid I can't. I forgot to tell you, but I hurt my knee last week, so I can't do sport now.
Main p. 3	How about visiting some art galleries in your town? If you want, we could go. You know I love art! What do you think?
Closing p.	Well, I have to go now, but please let me know what you think.
Farewell	Take care,
Signature	Luis

<https://kseacademy.com/cambridge/b1-preliminary-pet/writing/email-english/>

ACTIVIDAD DE AFIANZAMIENTO:

Greetings

- *Hi John,*
- *Hello John,*
- *Dear John,*

Opening paragraph

- *It's nice / great / good to hear from you.*
- *It's nice / great / good to read your email.*
- *I'm glad to hear your news.*
- *I'm excited about... (your news.)*
- *It's great to hear that...*
- *I'm sorry to hear that...*
- *I'm really sorry to read your news.*
- *Thanks a lot for writing!*
- *It was good to receive your email.*
- *Thank you very much for your email.*

Closing paragraph

- *Well, it's time to say goodbye.*
- *Anyway, I have to go now.*
- *Well, it's time to go.*
- *Anyway, gotta go.*
- *I really hope to hear from you soon.*
- *I'm looking forward to hearing from you.*
- *I hope you write back soon.*
- *Make sure you write back soon.*

Saying goodbye

- *Best wishes,*
- *Best,*
- *Sincerely,*
- *Take care,*
- *All my love,*
- *Love,*
- *Lots of love,*
- *See you soon,*
- *Regards,*

Your friend Charles has invited you to a school graduation which he is organizing for your college partners.

Write an email to Charles. In your email you should:

Accept the invitation
Suggest how you could help Charles to prepare for graduation ceremony
Ask Charles for some ideas for a present for the best school bachelor.

REFERENCIAS: WEBGRAFÍA.

<https://learnenglish.britishcouncil.org/skills/reading/intermediate-b1/an-email-request-for-help>

<https://kseacademy.com/cambridge/b1-preliminary-pet/writing/email-english/>

ANEXOS

Annex 1

To:

James Forrester

Date:

6 November

Subject:

Possible help with product design

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before close of business this Friday to sit down with us and talk through some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time and we would be happy to clear it with Patricia, your department head, if necessary.

Best regards,
Sarah Ford
Head of Department
Product Design

