

**Grade: 4**

**Lesson Number: 17**

**Unit Name: Writing**

**Course: Bolī**

**Title: Letter writing I**

### **Standards**

#### **Standard 4: Writing Sentences and Paragraphs with a Central Idea**

- Students write coherent sentences and multi-paragraph compositions that develop a central idea.
  - *Students can create multi-paragraph compositions, including a developed topic sentence, and simple supporting facts and details.*
  - *Students learn the formats to write personal and formal letters, thank-you notes, and invitations.*
  - *Students describe the setting, characters, objects, and events using adjectives and appropriate vocabulary.*

### **Objective**

1. Children will write letters according to their area of interest.

### **Prerequisites**

- This is the lesson in a two-part series on letter writing.

### **Materials**

- Letter writing material
- Examples of letters written in Pañjābī (example attached)
- Chart paper
- Markers

### **Advanced Preparation**

- Write a letter to your class in Pañjābī specifying the task of the day: Writing a letter.

### **Engagement (15-20 minutes)**

- Begin class by asking children if they have ever written a letter to anyone. Ask them:
  - What kind of letters have you written?
  - Do you all like to get mail?
  - What are some reasons that people write letters?
  - What type of letter would you write if someone gave you a gift?
  - What type would you write if you broke a friend's toy?
  - What type would you write if you were having a party?
- Then together go over the different steps in a letter. You can ask children questions, such as – what does a letter usually begin with? What comes next? How does it end? etc.
- As children respond, write the answers on chart paper for children to follow along. Do this both in English and Pañjābī. Ask children to be specific. If they say it has a

greeting, then ask them to give specific examples of it: (My dear, ਮੇਰੀ ਪਿਆਰੀ, ਮੇਰੇ ਪਿਆਰੇ).

- Make sure the greeting, the body and the closing of a letter are covered.
- Read the Pañjābī letter you wrote to the class and the attached example as well.

### **Exploration (35 minutes)**

- Now talk about what and who children would like to write to. For the most part, if children choose their own topic and their own person to write to they will be more effective, but you will know best which students in your class will need direction.
- Brainstorm topics and write them on the chart paper (website with examples of possible topics attached).
- Let children ask questions about specific words.
- Then let them begin drafting their letters.
- Have them sit on their own. Give them options to actually begin writing the letter or to create a bulleted format of what they want in their letter from start to finish.

### **Explanation/Extension (5-10 minutes)**

- For the last few minutes have children pair up and discuss their progress on their letter and share with their partner what they are writing about. Ask their partner to advise them on their progress and if they think they can add or take away something, etc.

### **Evaluation (On-going)**

- Tell children to finish their letter for the next class and have it ready to read to the class.
- Before the next class, they should also read their letter to at least one member of their family.

## **Teacher Resources**

### Letter Writing Topics

<http://www.youthonline.ca/penpals/bltopics.shtml>

### Sample Letter

ਆਪਣੇ ਜਨਮ ਦਿਨ 'ਤੇ ਆਪਣੇ ਦੋਸਤ ਨੂੰ ਸੱਦਾ

੭੮੬, ਮੋਤਾ ਸਿੰਘ ਨਗਰ  
ਜਲੰਧਰ, ਪੰਜਾਬ

੨ ਜਨਵਰੀ, ੨੦੧੩

ਮੇਰੇ ਪਿਆਰੇ ਮਨਜੋਤ ਸਿੰਘ,

ਤੈਨੂੰ ਇਹ ਜਾਣ ਕੇ ਖੁਸ਼ੀ ਹੋਵੇਗੀ ਕਿ ਮੇਰਾ ਜਨਮ ਦਿਨ ੧੪ ਜਨਵਰੀ ਨੂੰ ਹੈ। ਮੇਰੇ ਮਾਤਾ ਪਿਤਾ ਨੇ ਇਸ ਵਾਰ ਇਹ ਧੂਮ-ਧਾਮ ਨਾਲ ਮਨਾਉਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਹੈ। ਇਕ ਚਾਹ-ਪਾਰਟੀ ਹੋਵੇਗੀ। ਨਾਚਣ-ਗਾਣ ਦਾ ਪ੍ਰੋਗਰਾਮ ਵੀ ਹੋਵੇਗਾ। ਇਹ ਖੂਬ ਮੌਜ ਮੇਲੇ ਵਾਲੀ ਸ਼ਾਮ ਹੋਵੇਗੀ। ਆਪਣੇ ਸਾਂਝੇ ਦੋਸਤ, ਬਲਵਿੰਦਰ ਤੇ ਸੋਹਣ ਵੀ ਆ ਰਹੇ ਹਨ। ਇਸ ਮੌਕੇ 'ਤੇ ਮੇਰੇ ਰਿਸ਼ਤੇਦਾਰ ਵੀ ਹੋਣਗੇ। ਤੈਨੂੰ ਉਹਨਾਂ ਦੇ ਸਾਥ ਦਾ ਲੁਤਫ ਆਵੇਗਾ। ਮੈਨੂੰ ਉਮੀਦ ਹੈ ਕਿ ਤੂੰ ਇਸ ਉਤਸਵ ਵਿਚ ਸ਼ਾਮਲ ਹੋ ਕੇ ਸਾਡੇ ਨਾਲ ਖੁਸ਼ੀਆਂ ਸਾਂਝੀਆਂ ਕਰੇਂਗਾ।

ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਜ਼ਰੂਰ ਆਵੀਂ। ਮੈਂ ਤੇਰੀ ਉਡੀਕ ਕਰਾਂਗਾ।

ਤੇਰਾ ਮਿੱਤਰ,  
ਭੂਪਿੰਦਰ ਸਿੰਘ

