

Better letters lesson plan



Aim: To help clients understand the importance of successful letter writing not only in applying for jobs, but in their personal and professional life more broadly.

Objective: Clients will understand the need for well constructed letters, compared good and bad examples and have practiced their skills.

Time: 2 hours 30 minutes

	Time	Topic	Learner activity	Tutor activity	Resources
9.40	Pre-session	Preparation		Set up computers (if available) Set out register Organise handouts Set up flip chart	Register, handouts, flip chart, paper and pens
9.55	Arrival	Register	Print name and sign Get out their Stepping Stones folder		Register (with date and session title on it)
10.00	5 mins	Introduction	Listen and introduce selves	Introduce self and outline the aims and objectives of the session	
10.05	10 mins	Icebreaker	Participate	Lead session (choose from list of suggested icebreakers)	See list of suggested icebreakers
10.15	15 mins	What different types of letters are there?	Listen and suggest answers	Write answers to question on flipchart (ask learners whether the letters are informal, formal or very formal (ie: legal).	Flipchart and pens Different types of letters – tutors notes

	Time	Topic	Learner activity	Tutor activity	Resources
10.30	20 mins	Learn the letter writing rules	Listen. Share experiences. Make notes.	Go through handout, identifying different beginnings and endings etc for different types of letters. Prompt learners to talk about the letters they receive and the style of them.	Handout 'Five steps to better letters'
10.50	15 mins	Tea break		Arrange / encourage learners to make their own tea	Tea/coffee biscuits
11.05	30 mins	Application letters	Look through handout. Listen.	Talk through handout, identifying good and bad practice	Handout 'writing good application letters'
11.25	20 mins	'How not to do it' (exercise in pairs)	Work in pairs to look through the two samples, identifying good & bad points. Report back.	Split the group into pairs, hand out the two sample letters. Mingle, observe and help during the session. After 15 minutes, invite individuals to each identify a good & bad point.	Spot the good & bad bits – exercise sheet Spot the good & bad bits – answer sheet
11.45	30 mins	Writing an application letter (individual exercise)	Plan an application letter Draft an application letter (Using computers if available)	Hand out sample advertisements Mingle and give advice Help in printing out (and saving) work	Draft an application letter - handout Paper
12.15	5 mins	Feedback on writing application letters	Giving feedback on above exercise, and writing letters	Encourage feedback, giving comment where appropriate (although encourage other learners	Flip chart and pens

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			more generally	to contribute first). Write up if particularly poignant.	
12.20	5 mins	Homework	Listen	For their homework, encourage learner to complete a job application letter, and bring to next session for tutor feedback.	Handout – Checklist for writing an application letter
12.25	5 mins	Evaluation	Complete evaluation form	Hand out and collect evaluation forms	Evaluation forms

**the duration of this exercise will depend on the number of clients in the group – time may be increased or reduced accordingly. This time is based on a group of 4-5 clients.*