

FOLDING AND INSERTING LETTERS INTO SMALL ENVELOPES		Student/Class Goal Students want to share their experiences and keep in touch with family and friends locally or from their native country.
Outcome <i>(lesson objective)</i> Students will read and follow directions in order to properly fold and insert a letter into a personal-size envelope.		Time Frame 45 minutes
Standard <i>Read with Understanding</i>		NRS EFL 2-3 (ESOL Focus)
COPS Determine the reading purpose.	Activity Addresses Components of Performance Teacher defines the term “fold” and the proper way to fold a personal letter and insert it in a personal-size envelope.	
Select reading strategies appropriate to the purpose.	Student receives a sample personal letter to be used in the folding procedure, as well as, the handout diagramming the folding procedure.	
Monitor comprehension and adjust reading strategies.	Students can review and ask for help with vocabulary or meaning.	
Analyze the information and reflect on its underlying meaning.	Student reads and follows the directions.	
Integrate it (i.e. new information) with prior knowledge to address the reading purpose.	Students present their envelopes with folded letters inserted.	
Materials Sample Personal Letter How to Fold a Standard Letter		
Learner Prior Knowledge Students should have covered material dealing with personal letter writing, <i>Preparing a Personal Letter</i> , and the addressing of personal-size envelopes, <i>Addressing a Personal-Size Envelope</i> , because this lesson plan completes the personal letter writing process. The student’s level of proficiency in their native language affects acquisition of a second language, remember to always build their new learning on their existing skill base.		
Instructional Activities Step 1 - Teacher defines the term fold and demonstrates the proper way to fold a personal letter and insert it in a personal-size envelope. Step 2 - Teacher distributes a sample personal letter to be used in the folding procedure and the handout <i>How to Fold a Standard Letter</i> . Step 3 - Students read and follow the directions to complete the task. Monitor the activity of each student by walking around the classroom. Students present their envelopes with folded letters inserted. LISTEN STANDARD EXTENSION In whole group, students listen to the instructor read directions on folding/inserting and students perform the tasks. In pairs, students practice following directions by listening to a partner read them.		
Assessment/Evidence <i>(based on outcome)</i> Fold a personal letter and insert into envelope.		
Teacher Reflection/Lesson Evaluation <i>Not yet completed.</i>		

Next Steps**Technology Integration****Purposeful/Transparent**

Students will be able to see the value of letter writing as a means of communication.

Contextual

After writing personal letters, students will relate the skill of letter writing to the similar skills of writing e-mails and business letters.

Building Expertise

Students are building a repertoire of skills to be used in their daily lives, some of which could enhance their employment skills while others enhance their communication to family and friends.

Sample Personal Letter

1515 Parkwood Drive
Winter Park, OH 44122
March 3, 2005

Dear Sandra:

Maybe I won't need to go to heaven now that I live in Winter Park! Everything so far has been fine, especially the weather. If this keeps up, it may get monotonous, but I think I can stand it!

My address is 1515 Parkwood Drive. The ZIP Code is 44122. Please encourage all in our group to write me. I miss you more than you may believe.

Write soon and tell me what you do, where you go, and all about school.

Sincerely,

Mary Jones

How to Fold a Standard Letter

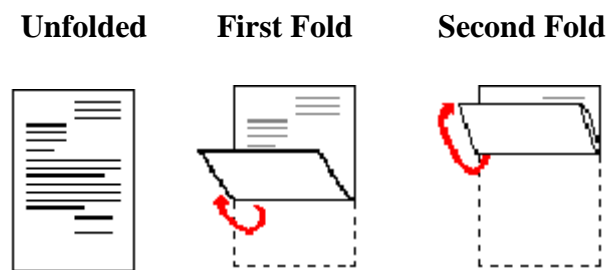
A letter is folded twice into horizontal thirds and placed into an envelope.

This insures a little privacy in the letter. The letter is also easy to unfold after opening the envelope.

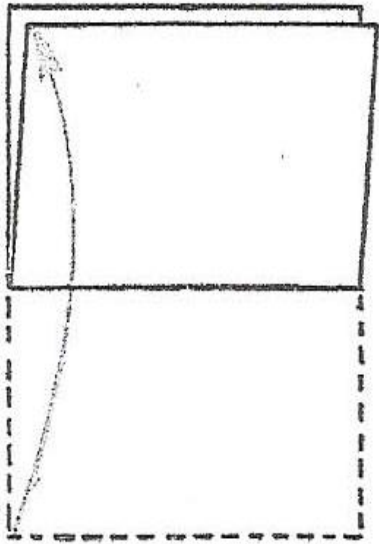
The following diagram shows how a letter is normally folded. Click on each picture for more.

This type of fold is used regardless of letter style.

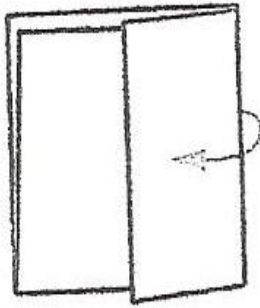
If the letter needs to have the address face out an envelope window, make the second fold in the same location but opposite direction. The letter will then be folded in a **Z** shape and the address can be positioned to face out the window of the envelope.



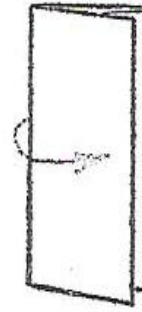
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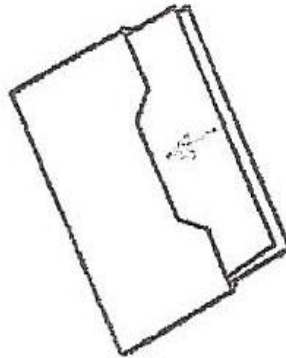
With letter face up on desk, fold bottom up to $\frac{1}{2}$ inch of top



Fold right third to left



Fold left third to $\frac{1}{2}$ inch of last crease



Insert last creased edge first