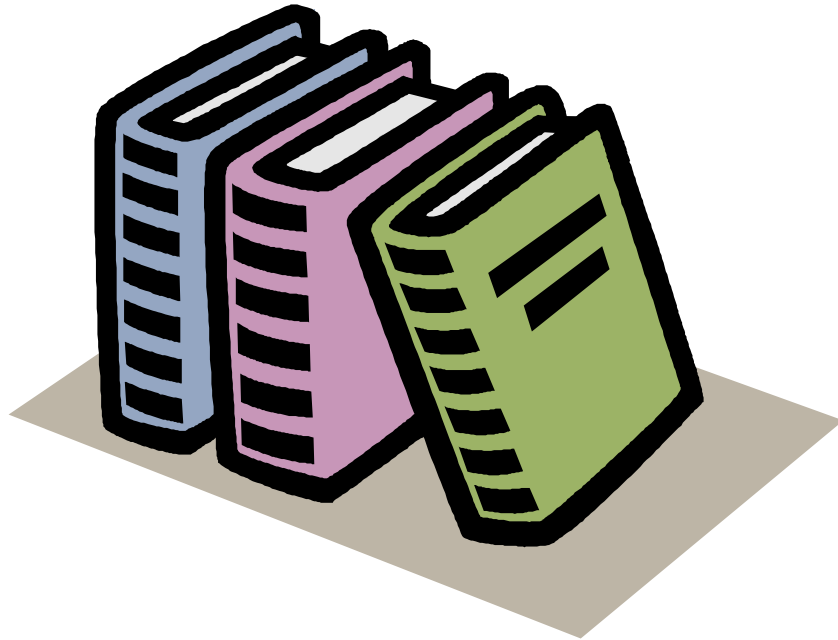


# Career and Work Education (Grade 4)

Lesson prepared by

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## Career and Work Education Standards

**13.1.3F-** Explore how people prepare for careers.

**13.1.3G-** Explain why education and training plans are important to careers.

**13.1.3H-** Explain how workers in their careers use what is learned in the classroom.

**13.2.3A-** Identify appropriate speaking and listening techniques used in conversation.

**13.2.3C-** Compose a personal letter.

**13.2.3E-** Discuss the importance of the essential workplace skills.

**13.3.3A-** Identify attitudes and work habits that contribute to success at home and school.

**13.3.3G-** Define and describe the importance of lifelong learning.

**13.4.3B-** Describe the character traits of successful entrepreneurs.

**Name:** Erin Amoss & Kelby Moul

**Building:** Manheim

**Grade:** 4

**Subject:** Writing Skills

**LESSON TOPIC: FRIENDLY LETTER**

**Essential Question:** What should be included in a friendly letter?

**What do students need to learn to be able to answer the essential question?**

**AP#1:** How do we write to an audience?

**AP#2:** What are the parts of a friendly letter?

**Activating Strategy:** Read Dear Peter Rabbit by Alma Flor Ada. Stop throughout the book and discuss the style of writing the characters are using.

**Key Vocabulary:** heading, greeting, body, closing, signature

**Teaching Strategies:** whole class, pair-share

**Graphic Organizers:**

**Web:** complete a web with different audiences that people might write to

**Letter template:** use this template to include all five parts of a friendly letter

**Instruction:** The teacher will ask students to think about who cartoons (children), talk shows (adults), news (children & adults), Disney Channel (children), ESPN (sports enthusiast), and VERSUS (outdoorsmen) are produced for. Discuss how these different shows/media are created to appeal to the interest of a targeted audience. These shows use words and situations to create interests and feelings about different topics and issues. Students will be given a blank web with “Who is the Audience?” in the middle. Students will complete this web giving examples of different audiences.

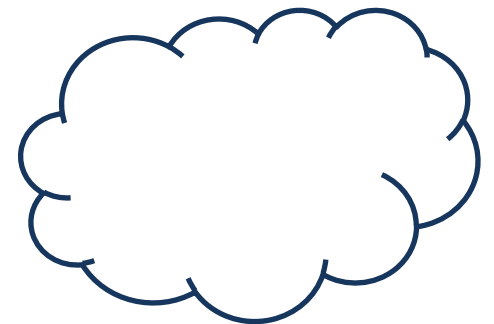
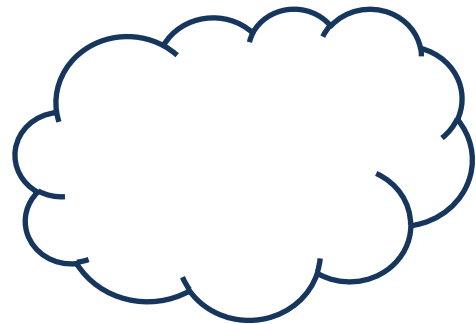
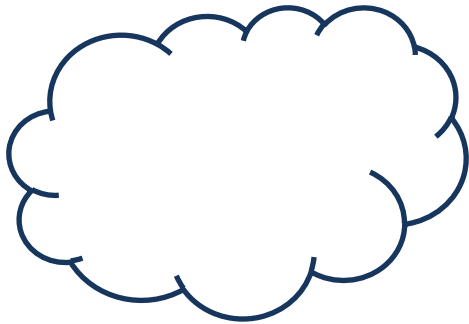
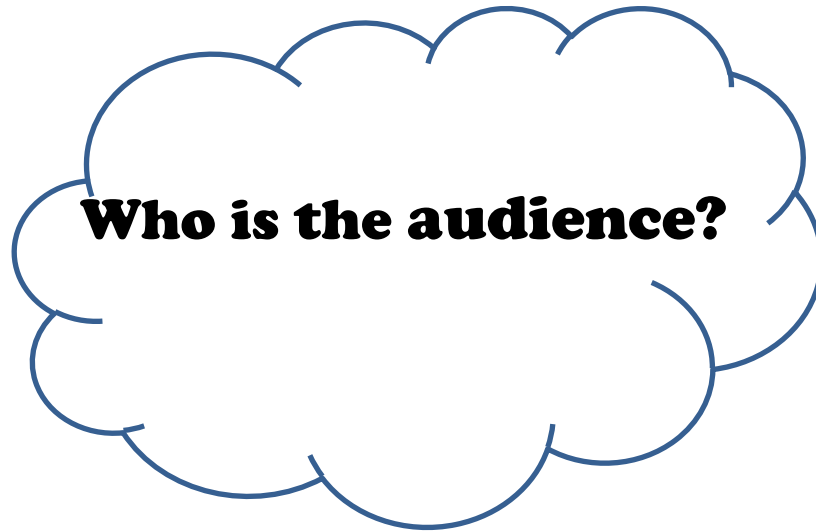
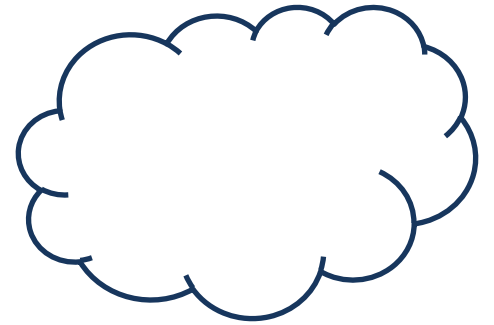
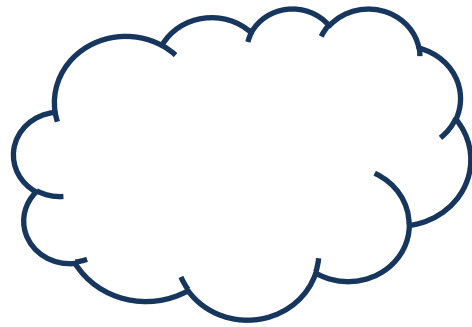
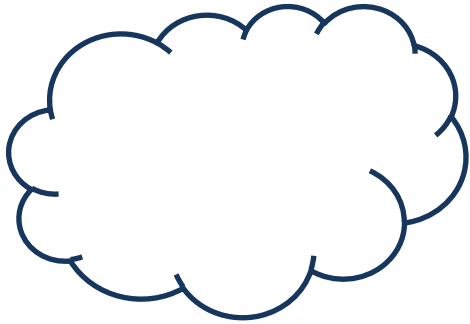
**AP#1:** Students will make a list of what should be included and what should not be included in a letter to a local business representative.

**Instruction:** The teacher will have students help to create a list of ways that literacy is important in the workplace. Students will draft a letter including several ideas that they feel are important.

**AP#2:** Students will draft a letter to a local business representative.

**Assignment:** Write a friendly letter to local business representative to thank them for coming and discussing the importance of reading and writing. Consider the intended audience

**Summarizing Strategy:** Students will take turns sharing their letters.



**Name:** \_\_\_\_\_



# Ideas

