



**International Center
for Leadership
in Education**



Gold Seal:

Copernicus Education Gateway

Author(s): Marsha Kucker			Lesson Title: You've Got Mail			
Grade Span			ICLE Application Model			
K-4 XX	5-8	9-12	A	B XX	C	D

Instructional Focus:

Writing – Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level.

Listening – Students listen for a variety of purposes appropriate to the grade level.

Reading – Students read a variety of grade level materials, applying strategies appropriate to various situations.

Performance Task

This lesson teaches students the important skill of written correspondence.

1. Show the students some cards, letters, and postcards you have received. Discuss with them the process of mailing a letter or a postcard. Where do you go to mail a letter? What is on an envelope? What happens when you mail a letter?
2. Tell students that they are going to create letters to mail to each other at school. Have them draw names to see which student they will write to. If feasible, students can use computers to e-mail messages in addition to writing traditional letters.
3. After you have reviewed the basics of letter writing ask students to write a short letter to the student they drew.
4. Schedule a field trip to the post office to mail the letters and also for a tour. If a field trip is not feasible, invite a postal worker as a guest speaker.
5. Students will enjoy waiting for the letters to arrive to see who was their secret pen pal.

ICLE Essential Skills

Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (ela 1)

Follow oral or written directions. (ela 4)

Identify, collect and/or select pertinent information while reading. (ela 5)

Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (ela 22)

Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates. (ela 25)

Gather information such as data, facts, ideas, concepts, and generalizations from oral sources. (ela 51)

Scoring Guide:

Ratings: 4 – Excellent, 3 – Good, 2 – Average, 1 – Poor, 0 – Unacceptable

Works well independently. _____

Stayed focused on task. _____

Seeks help appropriately/assumes responsibility for completing task. _____

Structure and content appropriate for grade level. _____

Spelling and punctuation appropriate for grade level. _____

Keywords

English Language Arts	Mathematics	Science
Reading Comprehension	Algebra	Earth Science
Writing Correspondence Grammar Mechanics Penmanship Punctuation Spelling	Geometry	Life Science
Communications Discussion Listening	Statistics	Chemistry
Literature	Calculus	Physics
Other	Trigonometry	Other
	Other	