

Learning objectives in this lesson

Raising awareness of the kind of language used in letters of agreement. By the end of the lesson, students will be able to write an effective letter of agreement using appropriate language.

- 1 Ask students to work in pairs and discuss the questions before feeding back to the rest of the class.

Possible answers

Answers will vary, although letters will normally be used when the aim is to communicate something official, e.g. a letter offering someone a job, a letter terminating a contract, etc.

- 2 Ask students to read the letter quickly and answer the questions. They can then share their ideas with the class.

Answers

The aim of the letter is to outline the conditions of the agreement. Dwayne has most likely chosen to write a letter rather than an email because this seems more official and formalizes the agreement.

- 3 Ask students to read the letter again and answer the questions. They can then compare their answers in pairs before feeding back to the rest of the class.

Answers

- 1 True
- 2 False – other companies will probably be selling on the website, but not the products that Johanna's company sells
- 3 True
- 4 False – he will wait for a response from Johanna

- 4 Ask students to work in pairs and match the words from the letter to the definitions. During feedback point out that these phrases and words are all fairly formal.

Answers

- 1 e 2 c 3 g 4 d 5 b 6 a 7 f

- 5 Ask students to read the letter again and find words / phrases that perform functions 1–5. They can then check their answers in pairs before feeding back to the rest of the class.

Answers

- 1 further to our conversations ..., last week's discussions centered on ...
- 2 I am writing to ...
- 3 However ...
- 4 I sincerely hope this offer is mutually agreeable ...
- 5 ... I look forward to hearing your response.

- 6 Ask students to read the notes.

- 7 Students should now write their letter. Encourage them to use language from 4 and 5 where appropriate.

- 8 Ask students to exchange letters. They should read the letter and write a response. You could encourage students to evaluate the content and language of their partner's letters, or you might prefer to collect the letters in and provide detailed feedback.

Evaluation tips

Make sure that students have included all the necessary information found in the notes in 6. If your students are preparing for an exam (e.g. BEC), remind them how important it is to answer the question fully and address all aspects of the task. Give positive feedback to students who incorporated the language from 4 and 5 appropriately. Make sure you also comment on accuracy and register.

Sample answer

Refer to the letter on the students' worksheet for guidance.