

StartUp 4
Writing

Unit8 – Lesson5
Page98



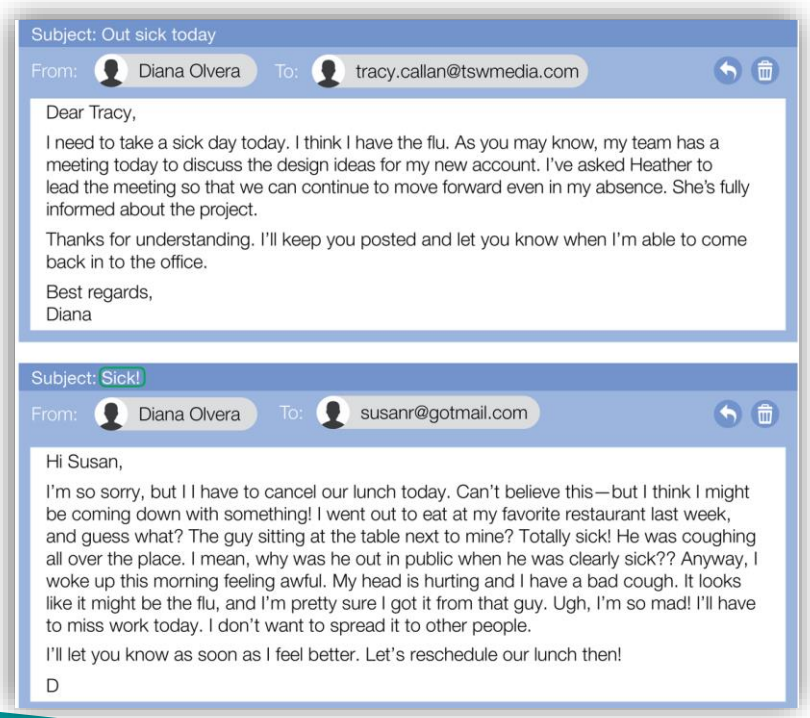
WHEN YOU ARE SICK, WHO DO YOU HAVE TO TELL ABOUT IT? HOW DO YOU TELL THEM?

Have Ss read the task and answer the questions. Then elicit their answers in class.

Have Ss skim the text again and do the task. Then check the answers in class.

READ DIANA'S EMAILS.

WHAT IS WRONG WITH HER?



Subject: Out sick today

From: Diana Olvera To: tracy.callan@tswmedia.com

Dear Tracy,

I need to take a sick day today. I think I have the flu. As you may know, my team has a meeting today to discuss the design ideas for my new account. I've asked Heather to lead the meeting so that we can continue to move forward even in my absence. She's fully informed about the project.

Thanks for understanding. I'll keep you posted and let you know when I'm able to come back in to the office.

Best regards,
Diana

Subject: Sick!

From: Diana Olvera To: susanr@gotmail.com

Hi Susan,

I'm so sorry, but I I have to cancel our lunch today. Can't believe this—but I think I might be coming down with something! I went out to eat at my favorite restaurant last week, and guess what? The guy sitting at the table next to mine? Totally sick! He was coughing all over the place. I mean, why was he out in public when he was clearly sick?? Anyway, I woke up this morning feeling awful. My head is hurting and I have a bad cough. It looks like it might be the flu, and I'm pretty sure I got it from that guy. Ugh, I'm so mad! I'll have to miss work today. I don't want to spread it to other people.

I'll let you know as soon as I feel better. Let's reschedule our lunch then!

D

Have Ss do the task in breakout rooms.

C Read the emails again. Complete the chart.

	Who will read this?	*What* are the important details?
Email 1	Diana's manager, Tracy	She needs to take _____. She has _____. Her team has _____ today. Heather will _____. She will let Tracy know _____.
Email 2	Diana's _____, Susan	She has to cancel _____. She has _____. She caught it from _____. She will let Susan know _____.

2 FOCUS ON WRITING

A Read the Writing Skill. Then reread Diana's emails. Which email is formal? Which email is informal?

B In the informal email, underline the extra details. Double underline the incomplete sentences. Circle the exclamations and other emotional language.

WRITING SKILL Use formal and informal writing

Choose to write in a **formal or informal** style depending on who will read your writing. Formal writing should have complete sentences, only important details, no exclamations points or emotional language. Informal writing can have incomplete sentences, extra details, and emotional language.

3 PLAN YOUR WRITING

Imagine you need to take a sick day. Who will you email and what will you tell them?
Complete the chart with your information.

	Who will read this?	*What* are the important details?
Email 1	your manager,	

Teach the model to the Ss and ask them to personalize it in the public chat.

3 PLAN YOUR WRITING

Imagine you need to take a sick day. Who will you email and what will you tell them? Look at the model and type your sentences in the public chat.

Dear Tracy,

I need to take a sick day today. I think I have the flu. As you may know, my team has a meeting today to discuss the design ideas for my new account. I've asked Heather to lead the meeting so that we can continue to move forward even in my absence. She's fully informed about the project.

Teach the model to the Ss and ask them to personalize it in the public chat.

3 PLAN YOUR WRITING

Imagine you need to take a sick day. Who will you email and what will you tell them? Look at the model and type your sentences in the public chat.

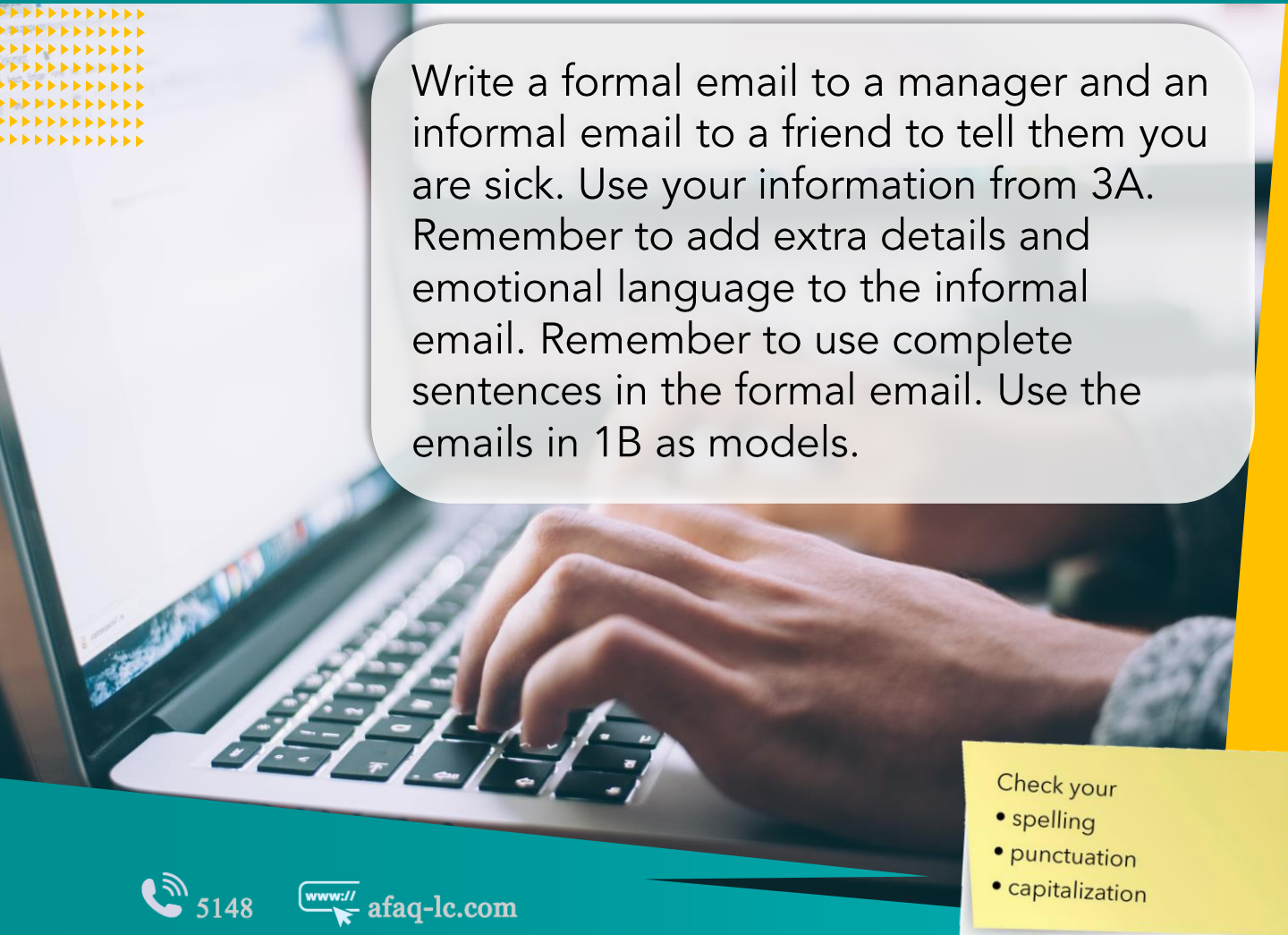
Thanks for understanding. I'll keep you posted and let you know when I'm able to come back in to the office.

Best regards,
Diana

Teach the model to the Ss and ask them to personalize it in the public chat.


afaq
TALK ABOUT WHO YOU WILL EMAIL AND WHAT YOU WILL TELL EACH PERSON.
Create breakout rooms and have the Ss do the task.
5148
afaq-lc.com

Read the directions aloud. Then have Ss complete the task as homework.



Write a formal email to a manager and an informal email to a friend to tell them you are sick. Use your information from 3A. Remember to add extra details and emotional language to the informal email. Remember to use complete sentences in the formal email. Use the emails in 1B as models.

Check your
- spelling
- punctuation
- capitalization