



PLAN AN EMAIL-WRITING LESSON

Three choices for the start, middle and end.



THE IDEA

Offer different routes into the same writing goal.



IN THE CLASSROOM

Choose a starter, a main activity and a plenary.

Keep one clear writing focus throughout.



START OF THE LESSON

Activate thinking and establish a focus.

1

Subject line sort:

Compare subject lines and choose the most informative.

- ☐ Meeting tomorrow
- ☐ Re: notes
- ☒ Project update: next steps

2

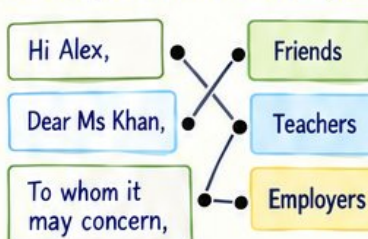
Purpose in one breath:

Partners explain an email purpose in one sentence.

**3**

Register detective:

Match email openings to friends, teachers or employers.



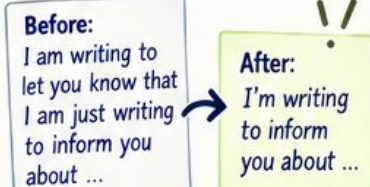
MIDDLE OF THE LESSON

Model the writing and build independence.

1

Model concise wording:

Shorten a rambling message together without losing meaning.

**2**

Organise the message:

Pairs order purpose, key details and next steps, then draft.

**3**

Audience swap:

Students adapt the same message for a different recipient.



END OF THE LESSON

Check learning and plan the next step.

1

Action check:

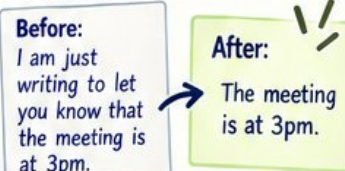
Partners identify who needs to do what and when.

Who?	What?	When?
I	Send the report	Tomorrow
You	Confirm receipt	By Friday

2

Trim and clarify:

Students remove repetition and improve one unclear sentence.

**3**

Subject line exit:

Students write a subject line that accurately signals the message.

To: _____

Subject: Trip details and consent form



EAL UPGRADE

Rehearse aloud before writing. Offer a short phrase bank and reduce prompts gradually.



TRY IT TOMORROW

Choose one writing move. Use it in the starter, practise it in the main task and check it in the plenary.



TEACHER LANGUAGE

What is the purpose? Which details are essential? Is the next step clear?