PRAVINYA

Digital Pedagogy for English provides a ready reckoner, a topic plan so that you can cover each important discourse even more effectively with the help of the available digital modules. This volume of Digital Pedagogy for English covers Major discourse – Letter writing

Digital Pedagogy for English

Part 1 – Letter Writing

# Digital Pedagogy for Letter Writing

## Indicators - as provided by SCERT

1. Appropriate language to the context
2. Appropriate format, layout and conventions
3. Expressing ideas sequentially
4. Use of persuasive language
5. Maintaining coherence

## Types of Digital modules available in PLMS

In PLMS, we have two types of Digital modules – Video based (passive modules) and Interactive modules.

You can just play Passive modules like a movie. Students can view and listen to the module, take notes and absorb the content. In such modules, you can pause at different points and interact with students. Also, wherever templates are proposed, you can pause the video and make the students write down the template.

Interactive modules are very useful to create enthusiasm in learning. You can play the interactive and make the students provide the necessary responses.

Here is a Step by Step guide for improving learning and scoring in “Letter writing”

**☝** Important Tip

You can keep several modules open at the same time so that you can show the students the modules one after another.

## Modules for Letter Writing - Informal

Open this document in your computer and your mobile phone for reference.

**👉**Step 1 – Click Here to Show **Introduction to Letter Writing**. It is a very short video covering introduction to the topic

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| --- | --- | --- | --- | --- | --- |
| **Topic** | **Duration** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Major Discourse B - Introduction Letter | 01 Min | Play from here directly. | flv/mp4 | Passive | Easy |

**👉**Step 2 – **Click here** to play a video on the steps to writing an Informal Letter. This video provides a template.

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| --- | --- | --- | --- | --- | --- |
| **Topic** | **Duration** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Informal Letter Writing | 11 Min | Play from here directly | flv/mp4 | Passive | Easy |

**👉**Step 3 - **Log into PLMS** from Class 5 (JUMBO - User name - c5student1, pwd – C5\_student1/ older versions User name - c5student1, pwd – c5student1> Go to English> Select this lesson

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| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class 5 - U4A - A Big Surprise -12 Complete the letter - TEX - Sujaya - TS | Play from PLMS | SCORM | Interactive | Average |

**👉**Step 4 – **Logout from Class5 and Log in from Class 6** (JUMBO - User name – c6student1, pwd – C6\_student1/ older versions User name – c6student1, pwd – c6student1> Go to English> Select this lesson

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| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class 6 - U8A - Half the Price -12 Letter Writing - TEX - Sujaya – TS | Play from PLMS | SCORM | Interactive | Average |

**👉**Step 5 – **Logout from Class 6 and Log in from Class 8** (JUMBO - User name – c8student1, pwd – C8\_student1/ older versions User name – c8student1, pwd – c8student1> Go to English> Select these lessons

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| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class 8 - T.P. U1C - A Letter to A Friend - 1 Complete The Letter - VOC - Sujaya – TS | Play from PLMS | SCORM | Interactive | Average |
| Class 8 - T.P. U4B Preteen Pretext - 5 Complete the Letter - TEX - Sujaya – TS | Play from PLMS | SCORM | Interactive | Easy |

**👉**Step 6 – **Logout from Class 8 and Log in from Class 10** (JUMBO - User name – c10student1, pwd – C10\_student1/ older versions User name – c10student1, pwd – c10student1> Go to English Grammar> Select this lesson

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| --- | --- | --- | --- | --- |
| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class All - Letter Writing (Informal etter)\_SCERT | Play from PLMS | flv/mp4 | Passive | Easy |

With this, you can conclude the Informal Letter writing session. Now proceed to the Formal letter writing session.

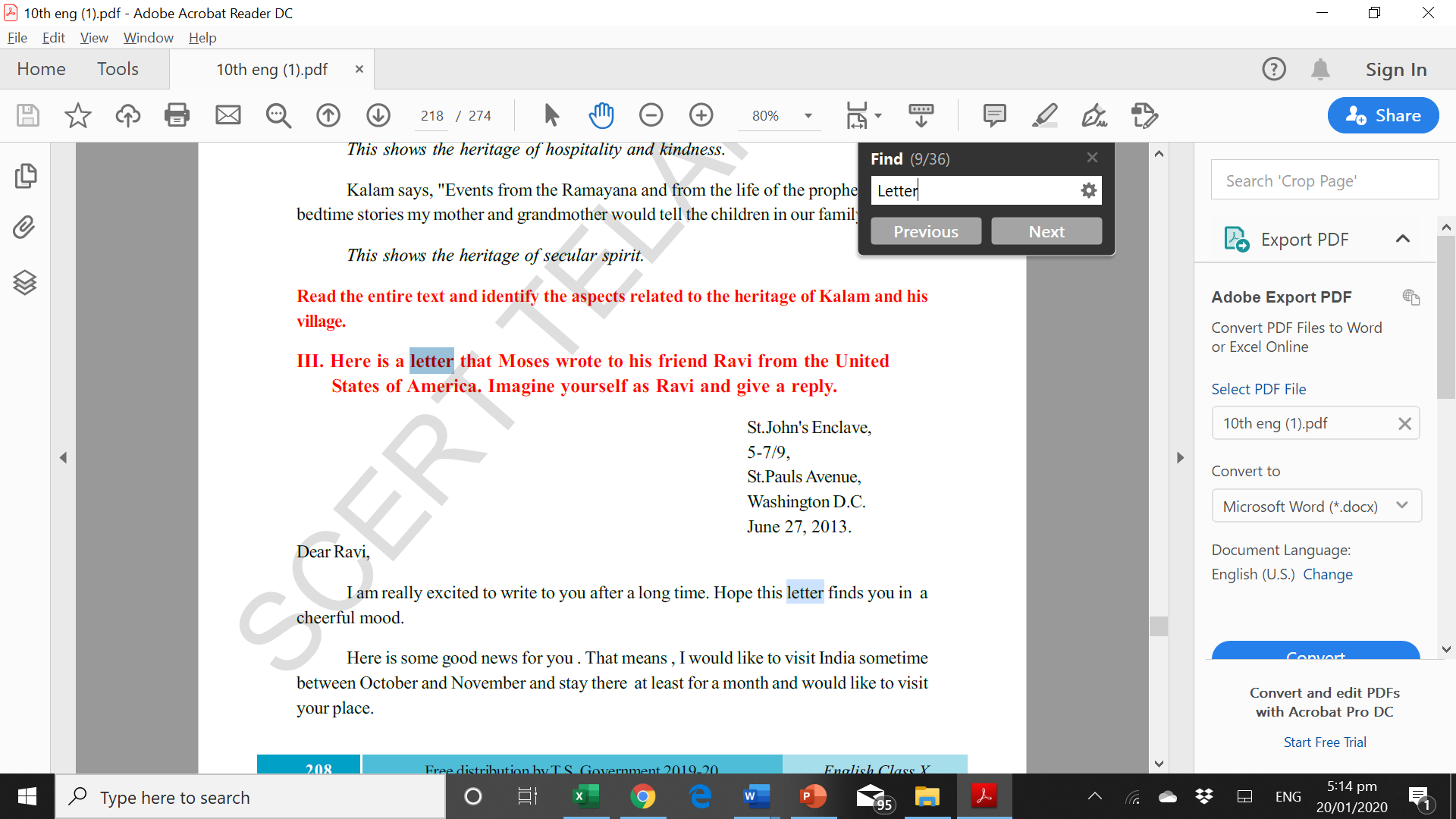
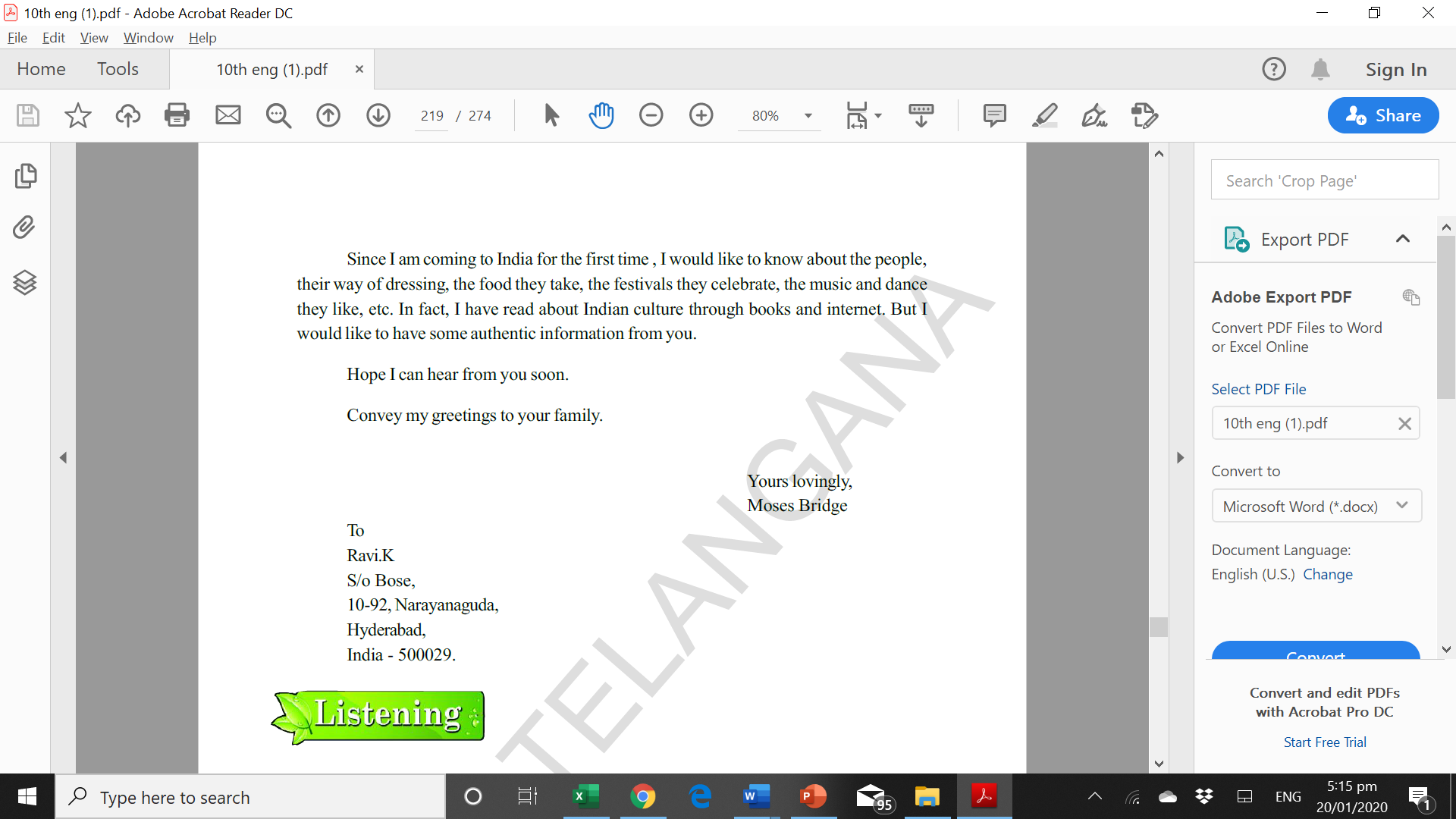
✍Practice questions

1. Imagine that you are the grandfather in the play. Write a letter to your friend, Mr. Tattersall inviting him to your marriage at 'Ring-o-Bells with Mrs. John Shor rocks. Don't forget to say why you are going to get married at this age. **{Use the template suggested in the Video on Informal letter}**

You can include a) Time of wedding b) Place of wedding c) Details of the bride d) Behavior of the daughters e) Reason for marrying at this age f) Cordial invitation.

**{Dear Departed – Pg – 64}**

1. Here is a letter that Moses wrote to his friend Ravi from the United States of America. Imagine yourself as Ravi and give a reply.



## Modules for Letter Writing – Formal

**👉Step 7** - In the same course (English Grammar for All classes), open this lesson

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class All- - Letter Writing (Formal Letter)\_SCERT | Play from PLMS | flv/mp4 | Passive | Easy |

Play the full lesson and let the students absorb the content. Encourage students to take notes

**👉Step 8** - In the same course (English Grammar for All classes), open this lesson

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Class All- Writing a letter to the customer | Play from PLMS | flv/mp4 | Passive | Average |

Play the full lesson and let the students absorb the content. Encourage students to take notes especially the templates and the labels of the different parts of the letter.

**☝Tips**

Use the following sentences in the appropriate context –

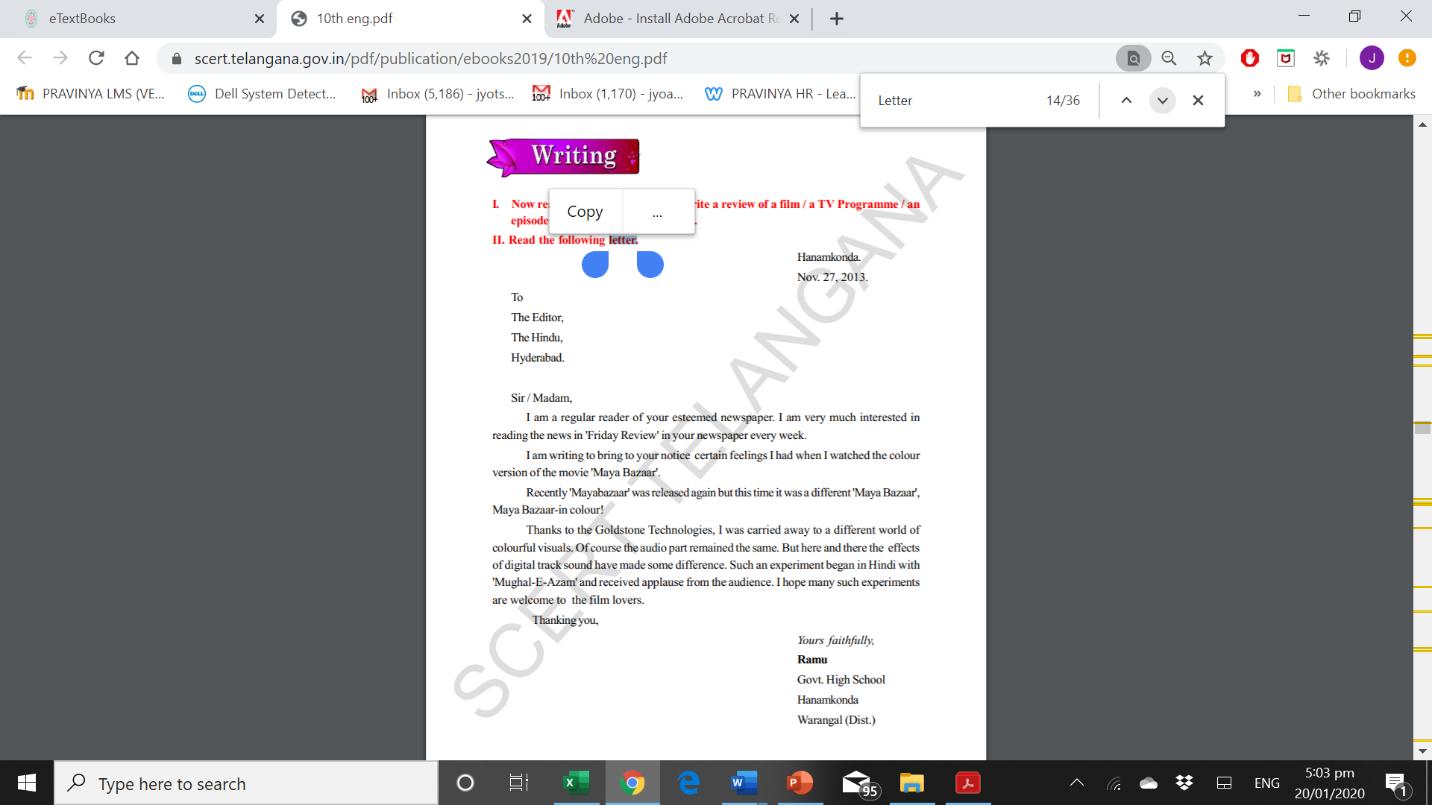
**“I would like to draw your attention to …. [ Letter to complain about some situation]**

**“I regret to inform you that…. [Letter to complain about some situation]**

**“We would greatly appreciate your kind help and prompt action in this regard” [ Letter to complain about some situation]**

**“I am a regular reader of your …. [ Letter to Newspaper Editor]**

✍ Practice questions

1. ****Make the class read the following letter. You may also encourage them to write a similar letter regarding a new movie that they have seen recently.

**{Maya bazar and A Tribute, pg – 123}**

1. In the morning the village officers and witnesses visited the place to record the facts of the accident. 'Bayaji's death was the result of an accident due to a petromax flare up' was their conclusion.

In fact, everyone in Bayaji's family knew the truth. Suppose the eldest son wanted to make a complaint against the person who was responsible for it to the police inspector. You, on behalf of the eldest son, write a letter of complaint.

**{The storied House – pg – 153}**

1. There are frequent thefts in your village / town. People are losing many valuable things such as gold and money from their houses. Write a letter to the Sub-Inspector of Police of your area describing the thefts and urging him to have police-patrolling at night

**{Model paper –** <http://www.eenadupratibha.net/Pratibha/onlineDesk/TenthExamSpecial_2014/modelpapers_new.html>**}**

1. The drains in your locality are not cleaned regularly. Due to this the people are facing a lot of problems. Write a letter of complaint to the Sarpanch / Municipal Commissioner to take necessary action. You can include the conditions of the drainage system - leakages - smell - inconvenience - remedies etc.

**{Model paper –** <http://www.eenadupratibha.net/Pratibha/onlineDesk/TenthExamSpecial_2014/modelpapers_new.html>**}**

**👉**Step 9 – **Click here** to play a video on the Summary – Letter writing. This video provides a summary of what was; learnt, important points to remember and the marks allotted to the topic in an examination.

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| --- | --- | --- | --- | --- | --- |
| **Topic** | **Duration** | **Source** | **File type** | **Type of Content** | **Level of Understanding** |
| Summary - Letter Writing | ….. Min | Play from here directly | flv/mp4 | Passive | Easy |

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