	<p align="center"><b>UNIDAD EDUCATIVA</b>  <b>“MIGUEL ÁNGEL LEÓN PONTÓN”</b>          Dirección: Luz Elisa Borja y Colón  <b>Riobamba – Ecuador</b></p>	<p align="center"><b>AÑO</b>  <b>LECTIVO</b>  <b>2021-2022</b></p>
<p align="center"><b>FICHA PEDAGÓGICA</b></p>		
<p align="center"><b>ACTIVIDADES SEMANA 19 DEL 17 AL 21 DE ENERO DEL 2022</b></p>		
<p align="center"><b>3RO BACHILLERATO TECNICO</b></p>		
<p><b>OBJETIVO DE APRENDIZAJE:</b></p>	<p>Students will understand that responsible consumption and production build sustainable societies through collective and participatory agreements.</p>	

**OBJETIVO SEMANAL :** At the end of the lesson student wil be able to write a letter.

**ASIGNATURA:** INGLÉS

**TOPIC:** How to write a letter

**OBSERVE:**

Have you ever written a letter to an authority? To whom? For what?

**REFLECTION:**

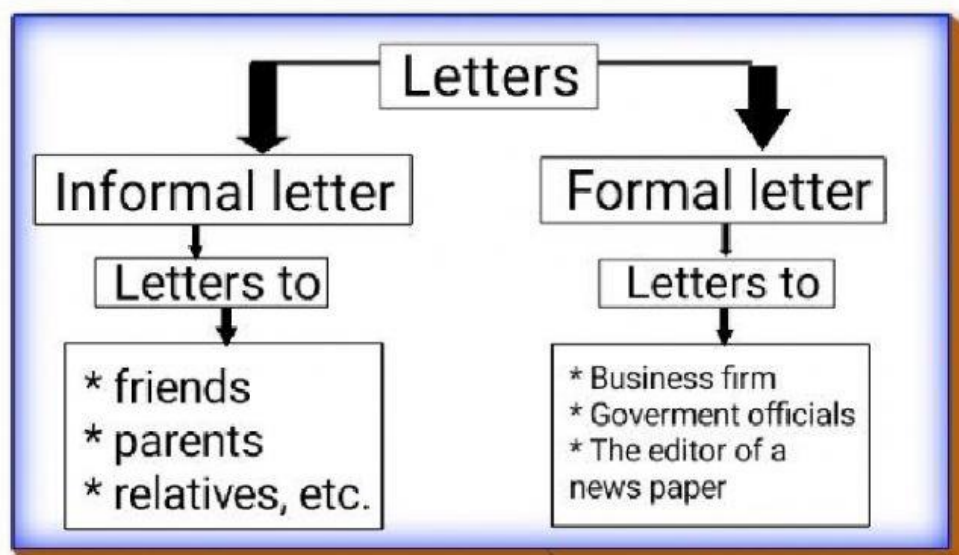
#### Definition

Letter is a written or printed communication directed to a person or organization.

Letters are of two types:

1. Formal letters and
2. Informal letters

**WHAT YOU SHOULD KNOW:**



The diagram shows a letter on a yellow background with a blue vertical bar on the left. Labels with arrows point to various parts of the letter:

- Salutation**: Points to "Dear Dad,"
- Heading**: Points to the address "148 Fifth Avenue, San Diego City, California." and the date "November 24, 2013".
- Date**: Points to "November 24, 2013".
- Body**: A bracket on the left points to the two main paragraphs of the letter.
- Closing Paragraph**: Points to "Give my love to Mom, and lots of kisses to my sister."
- Signature**: Points to "Love, Mary."
- Closing**: Points to the word "Closing" at the end of the letter.

The letter text is as follows:

148 Fifth Avenue,  
San Diego City,  
California.  
November 24, 2013

Dear Dad,

Forgive me for not writing you before, but we were busy moving to our new home. San Diego is a beautiful and peaceful city. Our house is very well situated. We have a Shopping Center two blocks from here, and a beautiful large park in front of us. The University is only half an hour by car, and a good bus service that goes there stops just in front of the park.

How are things going with you and Mom? We are curious to know about your new car. Please write soon and sent some pictures. David hopes you and Mom can visit us as soon as we finish our moving and our new house is ready.

Give my love to Mom, and lots of kisses to my sister.

Love,  
Mary.

Closing

1. Read the sentences and put each in the correct place.

Hi Tom.      Well, that is all for now.      Thanks a million for your last email!      How are you?

How's life?      Many thanks for your email.      I have got some good news.

I love reading your email.      I am going to tell you something.

I am waiting to your next email.

OPENING	EXPRESING THANKS	GIVING NEWS/ EXPLAINING SOMETHING	CLOSING

1. Look the following email and answer the questions.

New Message

To | ana@gmail.com

Subject | House chores

Dear Ana,

How's life? Many thanks for your email. I love reading about you and your family. I live in Murcia with my mother, my father and my cat Stuart.

I am going to tell you something. My family and I do a lot of things at home. My mother is going gardening now is watering the flowers.

My father is cooking and laying the table. Today we are going to eat pizza and salad.

I am doing my homework and I am painting. Stuart (my cat) is sleeping in my bedroom, he loves sleeping. I must go. Pizza is ready.

Love, Sans Serif T B I U A E L R S Q P " ' & X

Steve Send A @ ☺ ☹ ☺ ☹ ☺ ☹ ☺ ☺

1. How writes the email? \_\_\_\_\_
2. Where does Ana live? \_\_\_\_\_
3. What is the name of Ana's cat? \_\_\_\_\_
4. What is her mother doing now? \_\_\_\_\_
5. What is her father doing now? \_\_\_\_\_

**Homework**

1. Think about how you are going to organize your letter. This is a formal letter, so you need to use the appropriate greeting and formal language.

Example:

Dear Principal (last name):

Then you can start the body of your letter like this:

The purpose of this letter is to...

Continue the letter by telling your principal why you are writing.

Then explain your supporting ideas in a logical order. You should have three of them. Finally, thank your principal for taking the time to read your letter, and sign your name. Use both *so* and *such*

[illegible]

COMPROMISOS	
Do the activities with responsibility and	send the teacher on a time.