

GED 2002 Teachers' Handbook of Lesson Plans

Area/Skill—LA, Reading	Cognitive Skill Level - Application	Correlation to Framework - 04.01/04.06	Lesson Number - 16
<p>Activity Title - Working with Business Letters</p> <p>Goal/Objective</p> <p>To comprehend and analyze business documents.</p> <p>Lesson Outline Introduction</p> <p>GED students should be able to apply their reading skills to workplace and community documents. This includes being able to analyze the content of business letters. Students should be able to identify the main idea and supporting details in business letters, as well as manual, brochures, etc.</p> <p>Activity</p> <p>Obtain copies of sample business letters. These may include letters regarding applications for credit, employment or other business information. Distribute the letters to students. Have them highlight the main idea(s) and the supporting details included in the letters. Have students summarize the content of the letters based on the highlighted information.</p> <p>Debriefing/Evaluation Activity</p> <p>Check for accuracy in the identification of the main ideas and supporting details. Have students discuss whether sufficient details were provided to fully explain the main idea(s) included in the letter.</p>			<p>Materials/Texts/Realia/Handouts</p> <ul style="list-style-type: none"> • Sample business letters • Paper and pencils • Highlighters
<p>Real-Life Connection</p> <p>Have students write their own business letters. Have other students in the class, review for understanding, inclusion of sufficient details to support the main ideas. Have students work together to edit the letters.</p>			<p>Extension Activity</p> <p>Have students analyze samples passages from workplace manuals. Have students determine if the writers provide sufficient supporting details so that employee would clearly understand the policies and procedures outlined in the manuals.</p> <p>ESE/ESOL Accommodations</p> <ul style="list-style-type: none"> • Pair students who need help with another student who will help them. • Provide a dictionary. • Highlight important concepts in the letters.

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Activity Title—Working with Business Letters

Introduction

Say: There may be many times when you will have to read business documents, such as letters, manuals, etc. A part of understanding the content of these items, is the ability to identify the main idea(s) and supporting details. We don't often talk about finding main ideas and details in business documents—that is something we usually do when reading articles or books. However, it is an important skill for everyone in the workplace.

Main Activity

Say: Today, we are going to review sample business letters. Distribute the letters to students. *Say:* Your task is to highlight the main idea(s) and the supporting details included in each of the letters. When you have finished—write a brief summary of each letter—just highlighting the main points of information that you were expected to obtain from reading the document. When you finish we will discuss the main ideas and supporting details for each letter.

Debriefing/Evaluation Activity

Check for accuracy in the identification of the main ideas and supporting details. Have students discuss whether sufficient details were provided to fully explain the main idea(s) included in the letter or whether additional information would have helped them understand the purpose of the letter.