

Level 1 – Lesson 1 TEACHER PACK

Objective: Skim/scan for main points and details (R1). Make simple inferences about tone/purpose (R3, R5). Produce a short email paragraph with correct tone/punctuation (W1, W2, W4).

Plan (60 mins)

1. Starter (10): Warm-up (short message; identify purpose).
2. Teach (10): Skim vs scan; inference clues (words, punctuation, context).
3. Guided (10): Email Q1–3 (project model for Q1).
4. Independent (15): Notice Q1–5; tutor prompts.
5. Exit (5): Write 3–4 sentence email to manager (polite tone).
6. Plenary (5): Share one inference + evidence.

Model Text A – Email

Subject: Shift change – Thursday

Hi Mark,

Could we swap my 3–11pm shift on Thu for the 9–5? I can stay late on Friday to cover.

Thanks,

Amira

Guided Qs (model answers)

7. Main purpose? → request a shift change.
8. Tone? → polite/informal; greeting ‘Hi’, thanks closing.
9. Evidence? → “Could we swap...?”, “Thanks,”

Prompts while circulating

- Point to the line that proves your answer.
- What word shows tone? (please, could, thanks).
- Who is the audience? (colleague/manager)

Exit email – success checklist

- Clear subject
- Polite request (could/would)
- Reason/solution
- Correct commas/capitals