



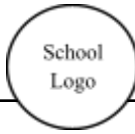
MATATAG

Bansang Makabata



Batang Makabansa

BAGONG PILIPINAS



Name of School:		Quarter:	4th Quarter
Grade Level & Section:	Grade 7	Week:	Week 7 Day 1
Subject:	ENGLISH	Date and Time:	
Topic:		Teacher:	

I. CONTENT, STANDARDS AND LEARNING COMPETENCIES		ANNOTATIONS
A. CONTENT STANDARDS	The learners demonstrate their expanding knowledge of vocabulary and grammatical structures, literal and inferential comprehension of literary and informational texts, and composing and creating processes; and apply their receptive and productive skills in order to produce culture-specific texts based on their purpose, context, and target audience.	
B. PERFORMANCE STANDARDS	The learners apply literal and inferential comprehension of literary and informational texts and produce culture-specific narrative and expository texts (recount) based on their purpose, context (national holidays), and target audience using simple, compound, and complex sentences, and age-appropriate and gender-sensitive language.	
C. LEARNING COMPETENCIES / LEARNING OBJECTIVES	<p>EN7TRAN-IV-5 Identify one's purpose and meaning in writing letters.</p> <p>EN7TRAN-IV-6 Compose a letter of request.</p> <p>Objectives:</p> <p>1. Prewriting</p> <ul style="list-style-type: none"> Identify one's role and purpose, situation, and target readers in writing a letter of request in proposing a solution to an environmental concern. Use any of the following pre-writing strategies (brainstorming, diagramming, freewriting, outlining, etc.) in gathering and organizing ideas. <p>2. Drafting</p> <ul style="list-style-type: none"> Write a letter of request using the gathered information from the pre-writing activity. 	

I. CONTENT

**Sending letters to communicate to a person or to be published for public action
Writing process**

II. LEARNING RESOURCES

A. REFERENCES

B. OTHER LEARNING RESOURCES

College Reading & Writing: Making Meaning.
<https://courses.lumenlearning.com/sunyescintrotocollegereadingandwriting/chapter/college-reading-writing-making-meaning/#:~:text=Meaning%20is%20created%20when%20you,your%20ideas%20to%20your%20readers.>

Cumins, K. (2021, July 23). What Is The Author’s Purpose?
<https://literacyideas.com/authors-purpose/>

Northern Michigan University Writing Center. Parts of a Business Letter.
<https://nmu.edu/writingcenter/parts-business-letter>

San Diego State University. Writing an Effective Appeal or Request Letter.
<https://sacd.sdsu.edu/student-ombudsman/writing-an-effective-appeal-or-request-letter>

III. TEACHING AND LEARNING PROCEDURE

BEFORE/PRE-LESSON PROPER

ACTIVATING PRIOR KNOWLEDGE

Short Review

Students recall their past lesson about writing a request letter by identifying its parts.

The teacher may gamify this activity. He/she divides the class into 2 groups. The first group to label the parts of a request letter correctly wins the game.

To prepare for the game, the teacher must print two sets of Parts of a Request Letter (tarpapel) with spaces provided for labeling.

Note: The number of groupings may vary based on the class size.

Ms. Anne L. Lawrence
 Chairperson
 Green Earth Advocates
 123 Green Street
 Greenville, GA 12345
 greenearth@email.com
 (555) 555-5555
 May 29, 2024

Mr. Jay S. Moore
 Chief Executive Officer
 XYZ Corporation
 456 Environment Avenue
 Eco City, EC 54321

Dear Mr. Moore,

I am writing to request your support for our upcoming environmental fundraising project, "Green Tomorrow." As Green Earth Advocates, we are committed to promoting sustainable practices and environmental conservation.

Our project aims to engage local communities in planting 1,000 trees in urban areas to improve air quality and biodiversity. Your generous donation of \$1,000 will directly contribute to achieving this goal and making our cities greener and healthier.

We are eager to acknowledge your generosity through public recognition in our promotional materials and on our website. Attached, please find more detailed information about our project and the various ways you can contribute.

For further discussion or questions, please do not hesitate to contact me directly at (555) 555-5555 or greenearth@email.com.

Thank you for considering our request. Together, we can create a healthier, more sustainable future for generations to come.

Sincerely,

Ms. Anne L. Lawrence
 Chairperson
 Green Earth Advocates


Enclosure: Project Proposal

Feedback (Optional)

The teacher asks the learners to pick the emoji that best describes his/her feeling about the previous lesson (Evaluating Letter of Request).



The teacher may let the students share with their peers about their chosen emoji. The students should be allowed to express their feelings/thoughts about the previous lesson. Then, the teacher may call upon some students to share their answers with the class. It should also serve as an avenue to process students' answers and clarify any misconceptions about previous topics, enabling them to connect to the next topic more effectively.

<p>LESSON PURPOSE/INTENTION</p>	<p>Lesson Purpose</p> <p>In your previous lessons, you were tasked to write a problem-solution expository essay and to evaluate a letter of request. In this lesson, you will learn how to write and publish a letter of request proposing a solution to an environmental concern using the knowledge that you gained from the previous lessons.</p> <p>The ability to articulate a problem clearly, propose viable solutions, and effectively communicate these ideas is important in enacting change. Whether it's advocating for cleaner air, preserving biodiversity, or mitigating climate change, the power of the written word can catalyze action and influence decision-makers.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Questions:</p> <ol style="list-style-type: none"> 1. Have you heard of the name Greta Thunberg? What is she famous for? 2. What problem is highlighted in the video? 3. What solution is proposed? 4. Do you believe that children, like yourself, can also make a difference similar to Greta Thunberg? How? 5. If you were to compose a letter of request based on the content of the video viewed, what particular considerations should you take to write the letter effectively and appropriately? </div> <p>In today's world, where natural disasters are haunting us, the need for proactive engagement is more critical than ever. By mastering the skill of writing and publishing letters of request proposing solutions to environmental concerns, you're not just honing your writing skills, but you are also becoming agents of change.</p> <p>Learners watch the video below and answer the questions that follow. https://www.youtube.com/watch?v=-S14SjemfAg</p>	<p>The teacher may use the following link to access the video: https://www.youtube.com/watch?v=S14SjemfAg</p>  <p>The teacher should provide feedback and process student responses. He or she must be able to emphasize the importance of those considerations when writing and eventually lead the students to connect their previous lesson on the Writing Process to the next lesson.</p>

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LESSON LANGUAGE PRACTICE

Unlocking Content Vocabulary
 The learners will guess the word/phrase based on the following images.

The teacher may flash the following pictures of the answers on the screen or have them posted if the projector is not available
Answer key:

GUESS THE WORD/PHRASE

au+  s



1. It is the reason or objective for which a letter is written. It encompasses the author's intent in communicating with the recipient.

GUESS THE WORD/PHRASE

sit +  +  +  + tion





2. It refers to the circumstances or context that prompt the need for communication. It provides the background or setting for the information or message being conveyed.

GUESS THE WORD/PHRASE

re+  




3. It is a formal written document that is written to make a specific request or seek assistance from an individual or organization.

GUESS THE WORD/PHRASE

r+ 



4. They are the specific individuals or audience for whom the letter is written. It includes those who are intended to receive, read, and act upon the content of the letter.

GUESS THE WORD/PHRASE

au+  s r+ 




5. It refers to the position, title, or identity of the person composing the letter. It encompasses the individual's responsibility, authority, or expertise relevant to the context of the communication.

GUESS THE WORD/PHRASE

au+  s



1. It is the reason or objective for which a letter is written. It encompasses the author's intent in communicating with the recipient.

Answer:
situation

GUESS THE WORD/PHRASE

sit +  +  +  + tion





2. It refers to the circumstances or context that prompt the need for communication. It provides the background or setting for the information or message being conveyed.

Answer:
request letter

GUESS THE WORD/PHRASE

re+  




3. It is a formal written document that is written to make a specific request or seek assistance from an individual or organization.

Ans

GUESS THE WORD/PHRASE

r+ 



4. They are the specific individuals or audience for whom the letter is written. It includes those who are intended to receive, read, and act upon the content of the letter.

Ans

5. It refers to the position, title, or identity of the person composing the letter. It encompasses the individual's responsibility, authority, or expertise relevant to the context of the communication.

DURING/LESSON PROPER

READING THE KEY IDEA/STEM


A **letter of request proposing a solution** is a formal document sent to an individual, organization, or authority to request action on a specific issue while also suggesting a solution. It is commonly used in schools, businesses, and government offices to address concerns and propose resolutions.

- II. Key Elements of a Letter of Request Proposing a Solution**
1. **Sender's Information**
 - Full name
 - Address

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- Contact information
- Date of writing
- 2. **Recipient's Information**
 - Name of the recipient (if known)
 - Designation (e.g., Principal, Mayor, Manager)
 - Name of the organization or company
 - Address
- 3. **Salutation (Greeting)**
 - Use "**Dear [Recipient's Name]**" or "**To Whom It May Concern**" if the name is unknown.
- 4. **Introduction (State the Request Clearly)**
 - Briefly introduce yourself or your group.
 - Clearly state your request or concern.
 - Mention the importance of the issue.
- 5. **Body (Explain the Issue and Propose a Solution)**
 - Explain the problem in detail.
 - Provide facts, examples, or experiences to support your request.
 - Propose a practical solution and explain how it will help.
- 6. **Conclusion (Call to Action and Appreciation)**
 - Politely request a response or action.
 - Express gratitude for their time and consideration.
 - Provide your contact information for follow-up.
- 7. **Closing and Signature**
 - Use "**Sincerely,**" "**Respectfully,**" or "**Yours truly,**" followed by your name and signature.

Sample Letter of Request Proposing a Solution

 **Example:** Requesting a School Principal for a Water Dispenser Installation

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]

[Date]

[Recipient's Name]

Principal, [School Name]

[School Address]

Subject: Request for Water Dispenser Installation at the School

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of the Grade 7 students to request the installation of a water dispenser in our school's common area. Many students struggle with limited access to drinking water during breaks, which affects their focus and well-being.

To address this issue, we propose installing a filtered water dispenser near the school canteen. This solution will ensure that students stay hydrated, promoting better concentration and overall health. We are

	<p>willing to assist in fundraising efforts or coordinate with sponsors to support this initiative.</p> <p>We kindly request your approval for this proposal and would appreciate the opportunity to discuss it further. Please let us know a convenient time to meet regarding this matter. Thank you for your time and consideration.</p> <p>Sincerely, [Your Name] [Your Grade/Class]</p>	
<p>DEVELOPING and DEEPENING UNDERSTANDING OF THE KEY IDEA/STEM</p>	<p>Activity Steps:</p> <p>Step 1: Form Groups (5-6 members per group)</p> <ul style="list-style-type: none"> • Each group will choose a real-life or school-related issue that requires a request and a proposed solution. • Example topics: <ul style="list-style-type: none"> ○ Installing more trash bins on campus ○ Requesting additional library books ○ Asking for a school event (e.g., Science Fair) ○ Proposing shaded areas in the playground <p>Step 2: Research and Plan Each group will:</p> <ul style="list-style-type: none"> ✓ Identify the problem and explain why it needs a solution. ✓ Brainstorm a realistic solution that can be implemented. ✓ Decide on the recipient (e.g., principal, mayor, school board). <p>Step 3: Draft the Letter Each group will write a formal letter following this structure:</p> <ol style="list-style-type: none"> 1. Sender’s Information (Name, Address, Contact) 2. Recipient’s Information (Name, Position, Address) 3. Salutation (Dear [Recipient’s Name],) 4. Introduction (State the purpose of the letter) 5. Body (Explain the issue and propose a solution) 6. Conclusion (Call to action and appreciation) 7. Closing & Signatures (Sincerely, Group Members’ Names) <p>📌 Note: Assign roles (e.g., writer, researcher, editor) to ensure teamwork.</p> <p>Step 4: Peer Review & Revision Groups will exchange letters with another group for peer review. Use this checklist:</p> <ul style="list-style-type: none"> ✓ Is the letter clear and well-organized? ✓ Does it follow the correct format? ✓ Is the tone polite and persuasive? ✓ Does it include a specific request and solution? ✓ Are there any grammar or spelling mistakes? <p>Each group will revise their letter based on feedback.</p>	

	<p>Step 5: Presentation & Discussion</p> <p>Each group presents their letter to the class.</p> <p>The class and teacher give constructive feedback on how to improve it.</p> <p>Discuss how and where to submit/publish the letter (e.g., email, printed copy, social media for awareness).</p>	
AFTER AFTER/POST-LESSON		
<p>MAKING GENERALIZA TIONS AND ABSTRACTIO NS</p>	<p>Worksheet</p> <p>Synthesis/Extended</p> <p>What you have learned In a one sheet of paper write something you understand about the lesson we discussed today.</p>	
<p>EVALUATING LEARNING</p>	<p>Directions: Read each question carefully and choose the correct answer by encircling the letter of your choice.</p> <p>1. What is the primary purpose of a letter of request proposing a solution?</p> <p>a) To complain about a problem without suggesting a fix</p> <p>b) To request action on an issue and offer a possible solution</p> <p>c) To tell a story about a personal experience</p> <p>d) To ask for money from an organization</p> <p>2. Which of the following is the correct order of elements in a formal letter of request?</p> <p>a) Salutation, Conclusion, Introduction, Recipient's Information, Body</p> <p>b) Introduction, Salutation, Sender's Information, Conclusion, Body</p> <p>c) Sender's Information, Date, Recipient's Information, Salutation, Introduction, Body, Conclusion, Closing & Signature</p> <p>d) Conclusion, Introduction, Body, Salutation, Sender's Information</p> <p>3. Which part of the letter explains the problem and suggests a solution?</p> <p>a) Introduction</p> <p>b) Body</p> <p>c) Closing</p> <p>d) Salutation</p>	<p>ANSWER</p> <p>1.B</p> <p>2.C</p> <p>3.B</p> <p>4.C</p> <p>5.B</p>

	<p>4. What type of language should be used in a letter of request?</p> <p>a) Informal and humorous b) Rude and demanding c) Polite, formal, and professional d) Short and vague</p> <p>5. Which of the following is the BEST closing statement for a formal letter of request?</p> <p>a) "I hope you do this immediately!" b) "Thank you for your time and consideration. I look forward to your response." c) "Okay, that's all I wanted to say. Bye!" d) "Please fix this now before it gets worse."</p>	
<p>ADDITIONAL ACTIVITIES FOR APPLICATION OR REMEDIATION (IF APPLICABLE)</p>	<p>Homework</p> <p>Instructions:</p> <ol style="list-style-type: none"> 1. Identify a problem in your school, community, or organization that requires a formal request and a suggested solution. 2. Write a formal letter of request addressing the problem and proposing a clear and practical solution. 3. Ensure that your letter follows the correct format: <ul style="list-style-type: none"> o Sender's Information (Name, Address, Contact, Date) o Recipient's Information (Name, Position, Organization, Address) o Salutation (Dear [Recipient's Name],) o Introduction (State the purpose of the letter) o Body (Explain the issue in detail and propose a solution) o Conclusion (Request for action and express gratitude) o Closing & Signature (Sincerely, [Your Name]) 4. Proofread your work for grammar, clarity, and formality. 5. Submit a neatly written or printed letter. <p>Sample Topics for Your Letter:</p> <ul style="list-style-type: none"> • Request for more garbage bins in the school • Proposal to have a reading program in the community • Asking for improved classroom ventilation or electric fans • Suggesting a school-wide clean-up drive • Requesting additional sports equipment for students <p>Reflection Questions</p>	

	<ol style="list-style-type: none"> 1. Why is it important to write a well-structured letter of request? 2. How does proposing a solution in your letter make your request more effective? 3. If you were the recipient of this letter, would you approve the request? Why or why not? 	
REMARKS		
REFLECTION		

Prepared by:

*Subject Teacher
Teacher*

Reviewed by:

Master Teacher/Head