

Lesson Plan Template

Lesson plans involving the Turn it Around cards can supplement curriculum across a variety of subject areas and can take place in or outside the classroom. We encourage you to share your creativity in this subject! Please contact Ann.Nielsen@asu.edu with any questions or concerns.

1. Personal Information	
Name	John Bello
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School	Boyce Thompson Arboretum
District	N/A
Grade Level/Audience	4th-12th Grade
Number of Students	25-35

2. Lesson

Title	Letter to your City, County, State, and National Officials
Brief Description (<150 words)	Students will use the Turn It Around Cards to identify a topic that they are passionate about to write a letter to an elected official. The purpose of this activity is to help students understand the different roles and levels of government. Students will research different roles and positions within governmental agencies and find contact information for the selected office. Students will then identify an environmental concern they are passionate about and research ways to improve those issues. Next the students will write and mail a letter to their selected official.
Subject(s)	Literacy, Environmental Science, Policy, Social Studies, Civics
Length of Lesson	2 hours
Lesson Objective (Optional)	Write one letter to a County, State, or National Official Identify formal letter elements

3. Vocabulary *(Please add spaces for more terms as needed)*

Term	Definition
Senator	<i>A senator is a person who works in the government. In the United States, senators are elected by voters to represent them in a state or federal senate. Each state in the US elects two senators who serve six-year terms in Washington, DC, where they pass laws and vote on policies.</i>
Governor	<i>The elected executive head of a state of the US.</i>

Mayor	<i>The elected head of a city, town, or other municipality.</i>
Political Advocacy	Political advocacy is an act of supporting a change or creation of an issue on a local, state, or federal level. When participating in political advocacy, people voice their opinions through emails, letters, calls, and social media posts to their elected officials.
Call to Action	an exhortation or stimulus to do something in order to achieve an aim or deal with a problem.
Point of View	a particular attitude or way of considering a matter.
Topic Sentence	a sentence that expresses the main idea of the paragraph in which it occurs.
Formal Letter	A formal letter is defined as a letter written for a professional setting that follows certain guidelines and formats.
Body	The body of the letter is the main and largest part of a letter.
Persuasive	Persuasive writing is any written communication with the intention to convince or influence readers to believe in an idea or opinion and to do an action.
Evidence	the available body of facts or information indicating whether a belief or proposition is true or valid.
Claim	an assertion of the truth of something, typically one that is disputed or in doubt.

4. Materials/Resources Required *(Please add spaces for more materials/resources as needed)*

- Pen/Pencil
- Paper
- Sample Letter
- Letter Template (optional)

- Computer (optional)

5. Background

What do the students know already about the topic? What knowledge might you need to scaffold in order for your students to understand the lesson?

Students will need to research their city, county, state, and national level government agent. Students will identify elected officials jobs/positions within the government. Students will need to identify that particular elected official's role within the organization and what impact that person has on the people that elected them to office. Students will need to identify the appropriate person to address the letter too that can make real change. Students will need to research their particular environmental concern.

6. Activity/Lesson

Please describe the steps of your lesson or activity. Be sure to include any pedagogical tools (i.e. teaching resources, questions to ask students, additional information, etc.) that will assist others in adapting your activity or lesson for their own classrooms.

Pre-Lesson:

- Lessons on difference between, city, county, state, and national government
- Lessons on jobs/roles by elected officials
- Lessons on how to conduct research on a topic and selecting sources
- Introduce students to the TiA cards and different environmental topics.

Lesson:

1. Introduce students to the Formal letter format (Below) (15 minutes)
 - a. Explain the different parts of the letter and the purpose they serve.
2. Have the students select one of the TiA cards topics that they are passionate about. (5 Minutes)
3. Have students research an elected official that can implement change around their environment topic. (20 minutes)

4. Allow the students to research their environmental topic. (20 minutes)
5. Have students write a formal letter to their selected elected official that uses evidence and claims that support their main point. (1 hour)

Formal Letter

Name of Sender

Address

Date

To:

Name of Recipient

Designation (Job/position)

Government Organization (i.e. Maricopa County Sheriff's Office)

Address

Salutation (i.e. Dear Sir/Madam),

Introduction: (What are you writing to them about)

Body of Letter:

(Write 2-3 paragraphs that include a topic sentence, evidence, claims, conclusion sentence, that support your purpose for writing the letter. Concise and to the point.)

Conclusion:

(i.e. Thank you for your time and consideration. Waiting for your response.

Sincerely,

Your Name
Your Signature

7. Assessment

Please describe how and what will be assessed from this activity or lesson and any rubrics or tools you might use to assess student learning.

The students' letters will be assessed using the rubric on the different parts of the letter, spelling and grammar.

Rubric:

	4 Meets objective at high level	3 Meets objectives	2 Approaching objective	1 Minimal understanding
Organization	Accurately uses formal letter format	Mostly uses formal letter format	Some noticeable errors in use of formal letter format	Several noticeable errors in formal letter format
Content	Clearly states the purpose, uses explanations/facts to support the main idea, easy to follow	Clearly states the purpose, some explanations/facts to support main idea, Somewhat hard to follow	Purpose is unclear, lacks explanations/facts to support main idea, hard to follow	Purpose is unclear, not supported with explanations/facts. Hard to follow or understand/rambles.
Appearance	Using correct spacing, font, and	Few problems in spacing, font, or format	Frequent problems with spacing, font, or format	Wrong format used and hard to read

	format			
Spelling/Grammar	No errors in grammar, and spelling	There are a few errors in grammar and spelling but does not interfere with understanding	There are several errors in grammar and spelling	There are numerous errors in grammar and spelling