

New Taipei City Xinlin Elementary School Bilingual Program

Pen Pal Letters

Grade Level	Grade 6
Name of the Unit	Week 8 Introduction to Pen Pal Letter Exchange
Length of the Unit	1 lesson (40 minutes)
Lesson Designer	Etosha Taylor
Co-Teacher	Lisa Linn

Time Stamp Lesson Flow

Step	Time	Local Teacher	Foreign Teacher	Student Tasks	Language Support
1. Opening and warm-up	3 min	Organize partners	Review goals. Ask students to use their Identity Maps.	Find a partner. Share one personal detail.	“My name is ____.” “I like ____.”
2. What is a pen pal	2 min	Check understanding using pictures.	Explain: pen pals write, share and ask questions.	Listen and identify what pen pals do.	“We write letters.” “We ask questions.”
3. Letter sections	4 min	Help students locate each section.	Model greeting, about me, question, closing and signature.	Point to and name the five sections.	“Dear pen pal,” “Your friend,”
4. Model letter	4 min	Support unfamiliar words.	Read Kevin’s letter. Ask students to find personal details and his question..	Identify his home, interests, languages and family activity.	“I live in ____.” “I speak ____.”

Time Stamp Lesson Flow continued

Step	Time	Local Teacher	Foreign Teacher	Student Tasks	Language Support
5. Say it and check	8 min	Support hesitant speakers and the trio.	Model sentence starters. Guide the partner checklist.	Rehearse a personal introduction. Listen and add missing information.	“I am ____ years old.” “I ____ with my family.”
6. Friendly questions	6 min	Prompt students with picture clues.	Model “Tell something. Ask something.” Use cats and basketball examples.	Connect a statement to a question. Ask a partner.	“What food do you like?” “Do you like ____?”
7. Let’s Talk game	10 min	Organize six groups of five or six. Support turn-taking.	Model how to select a square. Support short answers and question choices.	Take turns answering. Listen and choose one question for a pen pal.	“I like ____.” “In my family, we ____.”
8. Wrap-up and clean-up	3 min	Help collect materials and tidy desks.	Ask for one true detail and one pen pal question.	Share a detail and question to use in a future letter.	“I like ____.” “What do you like to do?”

Blackboard / Slide Support

Letter sections: Greeting; About me; Question; Closing; Signature.

Personal details: Name, age, home, languages, interests and family activities.

Partner checklist: Greeting; name, age and place; family and interests; one question; closing and name.

Game setup: The displayed board shows rows 3 and 4. Choose either row, then roll one die for the column. For the full board, use two dice: one for the row and one for the column.

Support: Accept short answers. Make “Why?” and follow-up questions optional. Use pictures and Traditional Chinese clues.

Materials

Grade 6 Week 8 Pen Pal Letter PPT

completed Identity Maps;

printed board game and dice

pencils; whiteboard/projector.