

## Lesson: Communicate / Cooperate – A class or company newsletter

**Level:** Elementary - Advanced

**Age:** Any, but works especially well with teenagers and young adults

**Time:** 60 - 90 minutes

**Language objectives:** writing short articles, reviews, interviews, notes, etc. for a newsletter

**Key life skills:** cooperation, communication, time management

**Materials:** samples of daily news handouts produced for hotels, one or more computers with Word



Teacher's notes

This lesson works well with mixed-ability groups as the students are free to write as much or as little as they wish. The idea for this lesson comes from the one-page news print-outs found in many hotels around the world.

Samples can be found by writing 'hotel newsletters' in a Google image search. You could show these example newsletters to your students online or print some and take them into class so the students get a feel for what the end product could look like.

Before the lesson, set up one of the computers so that it has a blank Word newsletter template open.

Try to give the lesson a personal twist; either relate the articles to the area in which you teach, the company you teach in or the field of business in which the students work or study.

### Step 1

Elicit what types of articles you would expect to find in newsletters or newspapers, e.g. short articles, reviews, interviews, adverts, letters.

Elicit what subjects they may cover, e.g. news, sport, eating out, music, nightlife, business reports, TV and film, science, etc.

Write the suggestions on the board and ask each student which subject they would like to write about for the newsletter which you are all going to compile during the lesson.

### Step 2

Get the students to think about how their message will communicate through words, illustrations and whether it needs a call to action.

Encourage students to help each other; they can work in pairs from the beginning, or proofread each other's work.

Monitor and give help where needed. With lower levels it will probably be enough just to check grammar and spelling and give some vocabulary input. Encourage higher levels to think about style and more sophisticated vocabulary too.

### Step 3

Early finishers can start writing their articles in the newsletter Word template when they are ready. If you have more than one computer, students can type up their article in simple Word format and send it to the person who is sitting in front of the computer with the newsletter template. Once they receive the article, they can copy and paste it into the newsletter template.

Remind students a newsletter has a deadline. Do they need to plan / organise their time to the number of articles that need to be written?

### Step 4

When faster students have finished and written in their articles, they could start a second article or help any weaker students. It is important to make the students aware that this task is about collaboration and working together.

### Step 5

While the last students are finishing off, ask the early finishers to present their article to the rest of the class. They can read out what they have written, say why they chose that topic and answer questions from the listeners.

### Step 6

Make sure the students get a print-out of the end product either at the end of this lesson or at the beginning of the next lesson.