

TITLE OF LESSON

American Government Unit 2 Lesson 37 – Letter to a Government Official
Does Democracy Work?

TIME ESTIMATE FOR THIS LESSON

One class period

ALIGNMENT WITH STANDARDS

California – History 12.2, 12.3, 12.10

MATERIALS

Letter to a Gov't Official Requirement 4h - Student Page (Teacher Note – this page will need to be revised and updated to reflect your location)

Letter Rubric – Student Page

Current Events 4 – Student Page

Final Service Requirement Check-In – Student Page

LESSON OBJECTIVES

- To synthesize projects, notes and other information into a structure for writing a formal letter.
 - To examine the structure and content of a formal business letter.
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FOCUS AND MOTIVATE STUDENTS – WARM-UP ACTIVITY

- 1) Homework Check – Stamp/initial complete homework assignments. Collect thank you cards (with addressed envelopes and stamps). Pass back graded work and have students place in the appropriate section of their binders.
 - 2) **Agenda** – Have students copy the goal, agenda, and homework onto the next clean page in a notebook.
 - 3) Service Check-In – Pass out the **Final Service Requirement Check-In** sheet and have students complete it now.
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ACTIVITIES – INDIVIDUAL AND GROUP

1. Service Check-In – When students have completed the **Final Service Requirement Check-In** sheet be sure that they turn it in with any paperwork or documents that verify their work completed. These hours should be recorded and returned to students in the next lesson.
2. Letter Instructions – The next step for the students' GIP issue (and the next part that will be included in their portfolio) is a letter to a government official. This letter should be the culmination of all of the work they have completed so far on their GIP. It should show their considerable commitment to this problem. Pass out the **Letter to a Gov't Official Requirement 4h** and **Letter Rubric**. Review both documents carefully with the sample letter. Students will have time in the computer lab ONLY in Lesson 38 to edit, type and finalize their letters. Be sure that they know this requirement entails a correctly addressed, stamped envelope and that they need to make a second copy of their letter that will go into their portfolio.
3. Letter Writing – Using the sample letter as a guide, have students begin to write their letters individually. As they are working, meet with students one a time to go over who they are writing to and to check-in with them to make sure they have all of their portfolio documents.
4. Homework – With a few minutes left before the end of class, pass out the **Current Events 4** sheet (it is possible that you might be completing round two of presentations here – if so, this homework assignment is optional) and remind students that the first draft of their letter is due tomorrow..

HOMEWORK

1. Complete **Current Events 4**.
 2. Finish draft letter to a government official
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GROUP ROLES

None

DOCUMENTATION FOR PORTFOLIO

Unit 1

Action Plan
Persuasive Essay or Flash Argument: Why should
government care...?
American Government Unit 1 Final Exam

Unit 2

Political Beliefs Project
Ideological Plan
GIP Question Sheet
Service Requirement Check-Ins
Model Congress Bill on GIP Issue
Field Trip Worksheet