



Provincial Department of Education – Sabaragamuwa – Week School

Subject: English

Week: 30th April -6th May - 2021

Grade -10

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Competency-7-Uses English creatively and innovatively in written communication.

Competency Level- 7.3- Writes for personal purpose.

Lesson- Writing Notes

Activity – 1

The following note was written by Sumudu to her friend, Kosala. Read it and answer the questions given below.

Dear Kosala,

I am sorry.I can't come to your birthday party. **I am not well. I will send you a gift. Hope to visit** you another day. Happy birthday to you.

Sumudu

1. Who has written the note?.....
2. To whom is the note?
3. Who can't come to the birthday party?
4. Why can't he come to the birthday party?
5. Is Sumudu sending a gift to her friend?
6. Is Sumudu happy or sad?
7. Will Sumudu visit Kosala another day?

Learning Point/ Language focus /structure

Study the highlighted sentences in the note.

I **am** sorry.

I **can't** come.

I **am not** well.

I **will** send you a gift.

Hope to visit you another day.

➤ ***Let's learn similar phrases***

I am sorry. / I am sad. (**expresses sadness**)

I am happy. (**expresses happiness**)

I am well/I am not well. / I have a fever/I have cold and fever/I am suffering from fever
(**expresses about health**)

I **can join.../I can't join....** /I am able to join / I am unable to join..... (**expresses ability /inability**)

I **hope** to join the trip. / I will join the trip (**expresses future events**)

Activity – 2

Fill in the blanks of the following note written by Kushani to her drama teacher. Use the words given in the box.

Hope	visit	well	sorry
can't	teacher	drama	tomorrow

Dear.....,

I 'mIparticipate in

practice today because my mother is notI have to her.

in the hospital. to come.....

Kushani

Activity – 3

Rearrange the following phrases to complete the note.

We have planned to go on a trip.’/ I am sad.

It will be very enjoyable. / Please join with your family members. / Dear Rashmi
/ How are you? / Do you know? / We hope to go to Yala. / Reply me soon.

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- Read the notes you learnt in the previous activities.
- Study what phrases you learnt.
- Now write the notes to the given situations.

Activity-4

.Today you have an extra class after school. But you are unable to stay for it because you are not well. Write a note to your class teacher to inform about this. Use about 30 words.

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Activity-5

Your friend Rashmi has sent you a note inviting you to join the vacation trip. But you are unable to join it as you have an examination. Write a note to your friend to convey this message. Use about 30 words.

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Activity-6

Imagine that you visited one of your friends to return a book. But the house was closed. The neighbour said that you missed him by ten minutes. Write a note to your friend to be left in the post box. Use about 40- 50 words.
(5 marks)

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Activity-7

You invited your friends to your birthday party. But you are unable to hold it due to the prevailing Covid 19 pandemic situation. So write a suitable note to be sent to the friends. Use about 30 words. (5 marks)

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