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Rahula Maha Vidyalaya- Ratnapura Education Zone

1. **GRADE** : 12                      **SUBJECT**: ENGLISH                      **WEEK**: 2<sup>nd</sup> WEEK, AUGUST
2. UNIT 6 – THE CYBER WORLD
3. READING 1 (WHILE READING AND AFTER READING QUESTIONS)
4. **STUDENT’S ACTIVITIES**:

I. Read the passage “Writing emails” on page number 118 and state whether the statements in “While reading activity” on page number 119 are true or false.

II. Discuss with your friends whether emails replace paper and pen letters.

III. Find the differences between formal emails and informal emails. Then fill this grid.

Formal Emails	Informal Emails
Ex:- <i>Written for official purposes.</i>	<i>Written to the people whom we know well.</i>

IV. Browse internet and find some more examples for Initialisms, Acronyms and Abbreviations. Then,

- a. Get into groups of three and share the topics; Initialisms, Acronyms and Abbreviations among the group members.
- b. Make a scrap book for the topic you selected.
- c. After that, exchange your scrap books with each other and get to know about new Initialisms, Acronyms and Abbreviations.

V. Fill this grid about Initialisms, Acronyms and Abbreviations.

Example	Meaning	Initialism/Acronym /Abbreviation
lol	Ex:- <u>Laugh out loud</u>	Ex:- <u>Acronym</u>
Dr.	_____	Abbreviation
_____	photograph	_____
SLTB	_____	Initialism
Tks	_____	_____
asap	_____	_____
_____	Information and Communication Technology Agency	_____
ROFL	_____	_____
Hon.	_____	Abbreviation
_____	By the way	_____
TC	_____	_____
_____	Professor	Abbreviation
Vs	_____	_____
4ever	_____	_____
_____	ante maridiem	Abbreviation
p.m.	_____	_____

5. External resources :

- e nenapiyasa
- Textbook
- Other
- You Tube - <https://youtu.be/gy3cibrMXrA>  
<https://youtu.be/34vHH3Wtcjk>  
<https://youtu.be/etFtJNNAnqY>  
<https://youtu.be/Gbxa6yWZZyl>
- Web pages
- Books/Magazines

6. Outcomes of the lesson:

- States the accuracy of statements after reading a passage.
- Compares the features of a formal email and an informal email.
- Collects further knowledge using other resources.
- Prepares a scrap book about Initialisms, Acronyms and Abbreviations.
- Exchanges ideas with peers.