



Provincial Department of Education – Sabaragamuwa – Week School

Subject: English

Week: - 4th Week- December

Grade -10

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Competency : 7. Uses English correctly and innovatively in written communication.

Competency Level : 7.3. Writes for personal purposes

Pre Learning Activity



Read the following note and answer the questions

20.12.2020

Dear Father,

I am going to school for a rehearsal of my school drama. I will be with my Drama sir Mr. Perera. We will be practising in the school main hall for one hour. Sumedha and Chanaka are with me. I hope to return home before 4.00 p.m.

Sampath

1	Date of note	
2	To whom	
3	Purpose	
4	The practice is at	
5	Duration of the practice	
6	Who wrote	

Activity 1

You are a member of your cricket team. You are unable to come for practices tomorrow. Write a note to the captain asking him/her to convey the message to the coach giving reasons.

Use the following jumbled sentences to complete the note

- I am unable to come for cricket practices
- Dear Milan
- Please inform our coach about my absence
- I will come for practice after two days
- 20.12.2020
- Menaka
- Because I am suffering from severe headache
- And I have to see a doctor

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Activity 2

Write a note to your friend who is sick and absent from school for two days. Write about 50 words including following information.

- Ask her/him about health
- Ask whether he/she took medicine
- Tell her/him to take rest and take medicine
- Tell her/him that your class teacher inquired about him/her
- Tell her/him that you will help her /him to write down notes
- Inform that you would visit her/him tomorrow

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Activity 3

You received the following note from your friend. Write a reply. Use about 50 words

Dear Thisara,

The O/L Exam is over now. We have to wait for the results for another two months. So I would love to come and see you. When and where can we meet? Can you invite Devinda and Sudeera also?

Nuwan

- Include the following
- Thank your friend
- Give a day, time and place to met
- Explain your willingness to meet two friends
- Say what all of you can do together

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Post Learning Activity



Read page 18 and do the Activity 08

Go to these links, watch the videos and learn more about notes.



<https://www.youtube.com/watch?v=DVDSUpskOxg>- DP Education

https://www.youtube.com/watch?v=-tQu_q1bKwE - Channel NIE

Assessment

- Write a note to your friend thanking for the birthday gift he/she sent you. Appreciate the gift and say that you missed him/her at the birthday party. State that you will bring some pieces of birthday cakes for him/her to school next day. Use about 50 words.

(5 marks)

- The English Literary Association of your school has organized a *Speech Competition* for grade 10 and 11 students. The theme of the competition is "Nature". Write a note to your friend informing him/her about the competition. Use about 50 words. Include the following details.

-Theme of the competition, - Date, Time, Venue, Participants

- Invite him to participate in the competition.

-Deadline for sending applications

(5 marks)