

**Ministry of Education**  
**Secondary Engagement Programme**  
**September 2020**

**WEEK ELEVEN: Lesson Three**

**Subject:** English Language **Grade 8**

**Topic: Composition**

**Sub-topic: The Friendly Letter**

**Objectives:** After reading an example of a friendly letter, Grade 8 students will correctly:

- (1) **List the parts of a friendly letter**
- (2) **Write a friendly letter to a given recipient**

**Concept:** A friendly or informal letter can be written using a conversational tone as well as language.

**CONTENT**

**Parts of a Friendly Letter**

1. First, we have the **address of the sender and date**. The address of the sender is the first thing you see on the letter followed by the date.
2. Next is the **greeting or salutation**. The greeting of a friendly letter may start in several ways for example 'Dear', 'Hi', 'Hello' followed by the person's name to whom you are writing the letter.
3. Third is the **body** of the letter. Following your greeting, comes the main content of your friendly letter, known as the body. This section can include several paragraphs, with the first line of each paragraph indented five spaces to the right.  
  
In the body of the friendly letter, you can write about several things, including important news, recent events, asking for advice, a recent accomplishment, or book or movie recommendations. These are only a few of the many possible topics.
4. Then we have the **closing**. You generally end a friendly letter with a closing word or words. There are a wide variety of closing words you can use to close a friendly letter, such as 'Yours Truly,' 'Best Regards,' 'With Love,' or 'Warmly.'
5. The final part of a friendly letter is the **signature**. This is where the sender of the letter signs his or her name at the end of the letter.

**EXAMPLE OF A FRIENDLY LETTER**

Lot 121 Pike Street,  
New Road Georgetown.  
12<sup>th</sup> September, 2020.

Dear Paula,

It has been a while since we last talked. How are you doing my dear friend? I am writing because I want to tell you about my summer vacation. I have truly enjoyed the holidays with my family back in my hometown but all the while I was secretly wishing that you could have been there.

This year, my cousin Gilbert came to visit us. He spent the entire six weeks. It was so much fun. We did a lot of fun activities such as horseback riding and fishing. Now that I am talking about it, I'm wondering if you have ever been on a horse, have you? Girl, it is so much fun.

On weekends, we would go out and hang out in our usual spots like the cafeteria right across the gym. Some nights we would be drinking coffee and chat up other members of the community regarding past activities and what they used to do when they were younger to have fun. I really had a blast this summer but it would have been better if you were around!

I trust that you enjoyed your summer vacation as well. I am looking forward to seeing you very soon, hopefully before Christmas.

I am closing with a big hug and a kiss and I hope that you write me back to let me know about your summer.

Your loving friend,

Cassy

**ACTIVITY**

1. Write a letter to a friend telling him or her about an interesting book that you read.

**Or**

2. Write a letter to a friend telling him or her about how you are spending your time in quarantine.

**Or**

3. Write a letter to a friend telling him or her about something fascinating that has happened to you.

**MINISTRY OF EDUCATION**  
**SECONDARY ENGAGEMENT PROGRAMME**  
**SEPTEMBER 2020**

- WEEK TWELVE: Lesson One
- SUBJECT: English language
- GRADE: Eight
- TOPIC: Comprehension
- SUB-TOPIC: Reading and interpreting passage
- OBJECTIVES: For students to:
- read accurately and fluently
  - interpreting the passage
  - answer questions correctly
  - understand and appreciate the writer's craft

Comprehension Passage: Insects

Insects are variously formed, but as a rule the mature ones have three and only three pairs of legs, one pair of feelers, one pair of large eyes, and one or two pairs of wings. The body is divided into a head, thorax and abdomen. The head bears the eyes, feelers and mouth, the thorax bears the legs and wings, and the abdomen is made up of a number of segments. The presence of wings at once decides whether or not it is an insect, for, aside from bats and birds, insects alone have true wings. These are the distinguishing characters of the full-grown insect, but, like birds, they hatch from eggs and while young do not always look like their parents. When young they may take on various shapes as caterpillars, borers, maggots, grubs, hoppers, and the like. Young insects are often difficult to distinguish from true worms, centipedes, snails, and such forms, but after one has collected and reared some of the young and watched them pass through the different stages and emerge with wings they are much more easily recognized. Young insects as a rule are soft like caterpillars and maggots, while the old ones usually have a hard body wall, similar to the beetles and wasps. The wings are usually thin and transparent though in some cases they are leathery or hard as in case of beetles or covered with scales as in the butterflies. The three pairs of legs are jointed and used for running, climbing, jumping, swimming, digging or grasping. The feelers or antennae are usually threadlike, clubbed, or resemble a feather and extend forward or sidewise from the head. The large eyes are compound, being made up of many great small units which, when magnified, resemble honey-comb. In some cases, two or three small bead-like eyes may be present besides the two large eyes. The mouth parts of insects may be formed for chewing, as in the grasshopper, or for sucking up liquids, as in the mosquito. The mouth of an insect is built on an entirely different plan from our own. Chewing insects have an upper and lower lip and between these there are two pairs of grinding jaws. These jaws are

hinged at the side of the face and when chewing they come together from either side so as to meet in the middle of the mouth. They therefore work sidewise rather than up and down. The mouth parts of the sucking insects are drawn out to form a sucking tube or proboscis as in case of the butterfly or mosquito. The internal organs of insects are similar to those of other animals. The digestive tube consists of esophagus, gizzard, or stomach, and intestines. The nervous system is well developed as shown by the extreme sensitiveness of insects to touch. The brain is comparatively small except in the bees and ants. The circulatory system consists simply of a long tube heart, the blood vessels being absent. In this way the internal organs of the insect are simply bathed in the blood. The system of respiration is most complicated. The air is taken in through pores usually along the side of the body and is then carried through fine tracheal tubes to all parts of the body. You cannot drown an insect by putting its head under water, since it does not breathe through its mouth. The muscular system is similar to that of other animals which have the skeleton on the outside.

### Questions

1. What are the parts of an insect's body?
2. What do insects have in common with birds?
3. What are young insects often mistaken for? Why?
4. How do young and mature insects differ?
5. Describe compound eyes.
6. Describe generally how insects' mouths differ from our own.
7. How do the internal organs of insects compare to those of other animals?
8. Why can't you drown an insect by putting its head under water?