



# Alphabet and email addresses

## Teacher's Notes

If you'd like to do something "a bit different" in your A2 course, why not try this lesson, which provides material for approximately 45 minutes? If your class would like further practice in letter-writing, making phone calls, writing emails, taking messages, sending greeting cards, etc., you could recommend **Get in Touch** from the **English Network Pocket** series (ISBN 978-3-526-50664-5).

### A The alphabet

**1 (10- mins)** Tell your students that in many situations, it's important to know the alphabet - for example, when someone on the phone asks you to spell your name. What might they ask?

**BOARD:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ you spell your surname, please?

(**Key:** Can, Could, Would)

They then choose one of the phrases to ask their partner to spell his/her surname.

**2 (10 mins)** Refer your students to the alphabet on page 58 of *Get in Touch*. Read out each line and have the class repeat the line after you. Ask them to highlight any letter they find difficult to remember. Ask individual students to read out a line they have highlighted.

**3 (5+ mins)** Students often have problems with the vowels. Write some words from the previous lesson on the board - but leave out the vowels, e.g. FR\_ \_ ND. Ask individual students to say the missing letters.

**4 (10- mins)** Write a group of three abbreviations. Ask one student to read them out. Ask a volunteer to read out the "odd man out".

**BOARD:**

|     |     |     |     |     |     |    |    |    |
|-----|-----|-----|-----|-----|-----|----|----|----|
| BMW | VW  | UFO | JFK | JR  | PTO | GB | UN | UK |
| ZDF | SMS | ARD | VHS | BBC | CNN | am | km | pm |

### B Email addresses

**1 (5 mins)** Ask students to turn to page 28 of *Get in Touch* and do the matching exercise. Check the answers by having volunteers read them out.

**2 (10 mins)** Read out the tips on page 28. Ask individuals to read out the email addresses in the Task activity. Your students should write down their own email address (or, if a student has no email address, you can write one down for him/her to use, e.g. *marion.lomas@gmx.ch*). In pairs, they dictate their address to their partner.

### C More alphabet practice

The alphabet is something which should be practised repeatedly. Just five minutes at the end of a lesson is enough to refresh your students' memories. Here are a few "five-minute fillers":

- Hangman. Choose a word from the lesson you have recently taught and invite students to guess the letters which are in the word. (If you don't know this game, click on the link below.)
- Your students may like to practise some vocabulary at home. Dictate (good practice!) the following link to them and they can play Hangman online: <http://www.hangman.learningtogether.net/>
- Ask a volunteer to come to the board and write down a word which another student dictates to him/her.
- Dictate five acronyms: ADAC, USA, GmbH, VHS, RTL. Repeat them so students can check what they've written. Then one student reads out the first one and another student writes it on the board.
- Round-the-class alphabet. Begin by saying A. Then go round the class with each student saying the following letter. Go through the alphabet twice.
- Choose a fairly long word which they've learnt recently. Dictate the first letter, then the second, then the third, and so on - see who is the first person to guess the word.

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