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| **Lesson Title:** Expository Writing in a Letter | | **Theme:** Writing | |
| **Practice Activity:** PHL-09-128 | | **Class:** JSS 3 | |
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| **Learning Outcome**  By the end of the lesson, you will be able to write a letter to describe a process to a friend or family member. | | | |

**Overview**

**Expository** writing is writing that explains something. It can:

* Tell how something is done.
* Tell why something is done.
* Enlighten the reader on a particular subject.
* Give information or direction.
* Give an explanation of an idea or issue.
* Give a description of the processes involved in making an item, such as preparing a dish, playing a game or making a product like soap or a basket.

If you were to write an expository letter explaining how to play a game, you should structure it with an introduction, body paragraphs and a conclusion.

The **introduction** should begin with greetings. You should also state the purpose of the letter.

The **body paragraphs** should:

* + State the name of the game.
* Identify what type of a game it is.
* Describe the game.
* Say how many players are needed.
* Describe how the game is played.
* Say how the game is won.

The **conclusion** should summarise the reason for the letter.

**Practice**

**Activity 1**

Read the following expository letter. Then write a summary of how to play the game in your own words.

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| 10 John Street  Freetown, Sierra Leone.  31st October, 2016.  Dear Musu,  How are you doing? I hope you are fine. Thank you for your last letter; I enjoyed reading it very much. In reply to your letter, I am writing to tell you about my favourite game.  My favourite game is Snakes and Ladders. It is an indoor game. It is a board game.  Snakes and Ladders is played with a dice and small round pieces of tokens in different colours of red, blue, green and yellow. It is played on a board that has 100 small squares of the same size. The squares are numbered 1 to 100. There are snakes and ladders in different positions all around the board.  This game can be played with two to four players. Each player has a token he will use to play the game. The players cast (throw) the dice in turns. The number that is shown on the top of the dice is what the player uses to move his token along the squares, starting from number one. If the token lands on a square that has the foot of a ladder, the player climbs the ladder and moves on to a higher position on the board. However, if the token lands on a square that has the mouth of a snake, the player moves his token all the way down to the end of the snake’s tail and drops to a lower position on the board. The game continues with each player taking turns to throw the dice and move along the squares. The first person whose token gets to 100 is the winner.  So Musu, this is how my favourite game is played. I like Snakes and Ladders very much because I am always lucky and climb a lot of ladders and win the game. I also enjoy the way the snakes swallow the tokens of my playmates and they go all the way down. Please write and tell me what your favourite game is. I would like to know. Also give my regards to your sisters and your parents.  Your friend,  Marie. |

**Activity 2**

Write an expository letter to a friend explaining how to do something. For example, you could explain how to play a game, make a dish or make a product. Use the letter from Activity 1 as an example.

After you have finished writing, check your letter to make sure that you included the following:

* address
* date
* greeting
* an introduction that introduces what you are going to explain
* a body that describes how to do something
* a conclusion that wraps up your letter
* subscript
* your name
* no spelling or grammar errors

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**Activity 1**

Example summary:

The game Snakes and Ladders is a board game. It is played with two to four players who take turns throwing dice. The number on the dice tells the players how many spots to move on the squares. There are 100 squares numbered 1-100 on the board. All players start at number one. If a player rolls the dice and ends up at the bottom of a ladder, then they get to climb the ladder to a higher number. If a player ends up at the mouth of a snake, the player slides down to a lower number. The first person to get to 100 wins.

**Activity 2**

Example letter:

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| 1404 Monroe St.  Bo, Sierra Leone  21st April, 2018  Dear Bintu,  Hello! How are you doing? I hope you are well. Everyone at school misses you! I am well and keeping busy. I’m writing to tell you about a project we did in class. We made a volcano. It was so much fun, I want to tell you how to do it.  First, you need to prepare a surface that you don’t care if it gets dirty. Lay down an old newspaper. Next, get an old plastic bottle and cut the top off to form the centre of the volcano. This is what will hold your lava. Take some clay and mold it all around the bottle so that it looks like a mountain. Leave the top open so you can access the plastic bottle!  Next, make your lava. Get some vinegar and mix it with a tablespoon of dish soap. Pour the mixture into the volcano. Then take a tablespoon of baking soda and wrap it in a square of toilet paper or a paper napkin. Keep it closed with rubber bands. Then, drop the baking soda roll in the vinegar. Step away! Once the paper dissolves, your volcano will explode!  Doesn’t this sound like fun, Bintu? It was for us! I definitely suggest only trying this with adults around, though. Write me back and let me know if you try it out!  Your friend,  Amie. |