

## Prerequisites:

- None

## Lesson Goal

The goal of this lesson is for students to understand the difference between formal and informal communication and to be able to recognize and use the proper communication style in various forms of communication. Students should also understand proper communication through Social Media and some of the consequences of improper communication through social media.

## What should student learn from the lesson?

- Students will understand the difference between formal and informal communication and will be able to identify each.
- Students will be able to write a formal letter and address an envelope for mailing.
- Students will know a simple way to use a cursive signature.

## What is the in-class activity?

The PowerPoint will drive the lesson, but there are several opportunities for students to discuss and report out from a pair or small group. There is also an activity to identify former and informal communication in scholarship essays, an activity to engage students in writing a formal letter (thank you) and properly address/stamp an envelope, and a communication wrap-up activity to show that students can match certain aspects of communication with the label “formal” or “informal.”

## What is the takeaway for students?

- It is important to know when formal communication is necessary and how improper communication can negatively affect impressions and decisions regarding students.
- It is important to know that the things students communicate, including on social media, have positive and negative consequences in a student’s life – especially in making favorable impressions with college staff or potential employers.

## Materials Needed:

- PowerPoint
- Projector
- Pencils or Pens
- Handouts (Devices could be used for handouts and completed electronically)