

8

# Learning Activity Sheet for English

Quarter 4

Lesson

4

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**Learning Activity Sheet for English Grade 8**  
**Quarter 4: Lesson 4 (Week 4)**  
**SY 2025-2026**

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**Development Team**

**Writer:** Dr. Christiandon G. Aviado, LPT

**Validator:** Mahlen B. Antonio, LPT, Ph. D.

**Management Team**

Philippine Normal University  
Research Institute for Teacher Quality  
SiMERR National Research Centre

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<b>Learning Area:</b>	English 8	<b>Quarter:</b>	4th
<b>Lesson No.:</b>	2 (of 2)	<b>Date:</b>	
<b>Lesson Title/ Topic:</b>	<b>Making a Letter of Inquiry Following a Preceding Sample</b>		
<b>Name:</b>		<b>Grade &amp; Section:</b>	

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**I. Activity No.2: Unlocking Content Vocabulary (10-15 minutes)**

**II. Objective(s):**

**A.** Define key terms useful throughout the lesson.

**III. Materials Needed:**

Pen/pencil and paper

**IV. Instructions:**

Fill out the blanks based on the inputs provided by the teacher. The inputs may either be presented visually or orally.

**A. Feedback**—also known as \_\_\_\_\_, it refers to \_\_\_\_\_ information given to the maker or provider of a product, output, or service in order to achieve \_\_\_\_\_ (Encyclopedia Britannica).

**B. Revise**—refers to the action of making \_\_\_\_\_ to a product such as a \_\_\_\_\_ to improve it based on \_\_\_\_\_ (Cambridge, 2023).

**V. Extended Practice:**

Using the meanings you've completed above, consider a scenario similar to giving feedback and revising. This could involve a group project where each member offers feedback on their peers' work and revises their own accordingly. Prepare to share your example with the class, either through pictures or descriptions, and be prepared to justify your choice.

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**I. Activity No.3: Analyzing a Sample Letter of Inquiry (25-30 minutes) and Justifying Chosen Social Problems (25-30 minutes)**

**II. Objective(s):**

- A.** Express queries about a certain Afro-Asian history, culture, heritage, or social issue similar to or found in an Afro-Asian literary text read.
- B.** Construct a formal letter following standard parts and linguistic expressions.

**III. Materials Needed:**

None

**IV. Instructions**

**A. Analyzing a Sample Letter of Inquiry (25-30 minutes)**

Read the provided sample letter, and while doing so, jot down responses to the accompanying questions. Record your answers on a separate sheet of paper for later reference."

- a. Which portion serves as the salutation?
- b. Which portion serves as the body?
- c. Which portion in the body contains the introduction of the sender?
- d. Which portion in the body contains the purpose of or social issue tackled in the letter?
- e. Which portion in the body contains the question/s that need to be answered?
- f. Which portion serves as the closing?
- g. Which portion serves as the signature line?

### Sample Letter

Dear Mr. Santiago:

Goodwill and favor be with you!

I, whose name appears below, am a concerned customer of your mineral water company. I write to your good office to kindly inquire about the rising cases of stomach flu shared only among your customers in my area.

May I know if there have been checks made on your products, and how you ensure the cleanliness of your equipment and the water you produce?

Any response you could provide would be greatly appreciated and would mean your shared commitment to ensuring the safety and wellbeing of your customers. Thank you for your attention to this matter.

Warm regards,

Mrs. Carla Castro  
Valued Customer

**B. Justifying Chosen Social Problems**

Recall and write below about the three social problems or issues you identified in the previous discussions. Justify why they are social problems worth addressing and why they are comparable to the one presented in the sample letter.

**Social Issue/ Problem 1:**

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**Social Issue/ Problem 2:**

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**Social Issue/ Problem 3:**

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**I. Activity No.4: Lesson Activity/ Drafting the Formal Letter (35-40 minutes)**

**II. Objective(s):**

- A.** Express queries about a certain Afro-Asian history, culture, heritage, or social issue similar to or found in an Afro-Asian literary text read.
- B.** Construct a formal letter following standard parts and linguistic expressions.

**III. Materials Needed:**

Pen/pencil and paper

**IV. Instructions:**

Consider whether you will continue using the social issue/problem you initially identified as your topic in last week's draft. Then, review and revise accordingly your draft to ensure it follows the specified parts outlined below. Draft your letter on a separate sheet of paper."

Heading

Salutation

Body

Complementary Closing

Signature Line

**Additional Instructions:**

Once you've thoroughly reviewed the letter parts, swap drafts with a classmate for peer review. Your peer should assess your letter using the provided guide below, and you do the same in evaluating their work. Pay close attention to any additional instructions your teacher may provide regarding the guide's use. Continuously revise your draft until achieving a flawless rating.

<b>Rater:</b>		
<b>Criteria and Descriptions</b>	<b>Feedback</b>	
	<b>Ready for Sending</b>	<b>Needs Improvement</b>
<b>Completeness of General Letter Parts</b> —refers to whether or not the letter included ALL the parts needed, from the heading down to the signature line.	The letter has COMPLETE letter parts, containing a heading, salutation, body, closing, and signature line.	The letter has INCOMPLETE letter parts, missing a heading, salutation, body, closing, and/ or signature.
<b>Completeness of Details Per Letter Part</b> —refers to whether or not the details needed per letter part have been provided, e.g., the heading has the date, the salutation has an appropriate greeting addressing the recipient, the body starting with the sender's introduction, etc.	The letter HAS ALL the needed details needed per letter part such as the heading having the date; the salutation identifying the recipient; the body introducing the sender and providing the social issue and the questions about it; the closing having an appropriate term; and the signature line having the complete name of the sender and his/ her signature.	The letter HAS MISSING needed details per letter part: Heading lacks a date. Salutation lacks or does NOT identify the receiver. Body lacks sender's introduction. Body lacks a social issue or topic and/ or questions about the topic. Closing is missing. Signature line lacks the sender's name and/ or signature.
<b>Use of Modals for Politeness</b> —refers to whether or not the letter contains modals expressing or showing politeness.	The letter HAS AT LEAST 3 or MORE modals expressing politeness, properly used.	The letter DOES NOT have properly used modals or NEEDS TO ADD MORE of them.
<b>Use of Interrogative Sentences</b> —refers to whether or not the letter contains properly structured interrogative sentences	The letter HAS AT LEAST 3 or MORE interrogative sentences, properly used.	The letter DOES NOT have properly used interrogative sentences or NEEDS TO ADD MORE of them.



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**I. Activity No.6: Exit Ticket (10-15 minutes)**

**II. Objective(s):**

- A.** Express queries about a certain Afro-Asian history, culture, heritage, or social issue similar to or found in an Afro-Asian literary text read.
- B.** Construct a formal letter following standard parts and linguistic expressions.

**III. Materials Needed:**

None

**IV. Instructions:**

**A. Exit Ticket (10-15 minutes)**

Complete the following prompts so that the teacher may check your gains and readiness to exit this lesson:

1. Feedback is meant to \_\_\_\_\_ writers improve their outputs like a letter.
2. The term \_\_\_\_\_ is about making changes to a written output following the feedback provided.
3. To make sure that feedback will be clear and helpful, it must \_\_\_\_\_ the areas or parts that must be improved in the written output.
4. The process of revising requires that feedback should be \_\_\_\_\_ to make the written output become acceptable.