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# Lesson Plan: Secret Agent Email Academy

**Subject:** IGCSE English - Email Writing

**Student:** Ayrik (Age 9)

**Focus:** Writing a creative and well-structured informal email that addresses all parts of a prompt.

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## Materials Needed:

- A computer or tablet with a simple word processor or email program
  - A printed copy of "Mission Briefing Alpha" and "Mission Briefing Omega" (see below)
  - A notebook and pen (for "Field Notes")
  - Optional: A pair of sunglasses to wear for the "mission"
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## Learning Objectives:

By the end of this lesson, Agent Ayrik will be able to:

1. Identify the five key parts of a secret message (email).
  2. Understand the difference between a formal tone (for the Agency Director) and an informal tone (for a fellow agent).
  3. Write a complete informal email that successfully addresses three specific mission objectives (bullet points).
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## Lesson Activities

### Part 1: The Mission Briefing (5 minutes)

**Teacher:** "Good morning, Agent Ayrik. Welcome to the Secret Agent Email Academy. Your mission, should you choose to accept it, is to master the art of sending secret digital messages, also known as 'emails'. These messages are crucial for communicating with HQ and other agents in the field. But they must be done correctly, or the mission could be compromised!"

"First, every secret message has a code structure. Let's look at it."

### Part 2: Decoding the Message Format (10 minutes)

**Teacher:** "Open your 'Field Notes' notebook. We need to learn the five parts of the code. Let's write them down."

- **To: The Target.** Who are you sending the message to? (e.g., agentx@spyagency.com)
  - **Subject: The Mission Codename.** This must be short and clear so your target knows exactly what the message is about. (e.g., "Update on Operation Falcon" or "Question about Gadget").
  - **Salutation: The Secret Greeting.** How you greet your target depends on their rank.
    - **Formal (for the Director):** "Dear Director Smith,"
    - **Informal (for a friend/fellow agent):** "Hi Alex," or "Hey Alex,"
  - **Body: The Intel.** This is the main message. You must include all the key pieces of information
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you were asked to send. We will practice this.

- **Closing: The Sign-off.** Again, this depends on who you're talking to.
  - **Formal:** "Yours sincerely," or "Kind regards,"
  - **Informal:** "Best wishes," "See you soon," or "Cheers,"
 Followed by your Agent name.

**Activity:** Quick-fire questions. "If you were emailing me, your trainer, would that be formal or informal? What about another junior agent you're friends with? What about the world leader?"

### Part 3: Guided Practice - Mission Briefing Alpha (15 minutes)

**Teacher:** "Excellent. Now for a training simulation. Here is your first mission briefing."

#### TOP SECRET - MISSION BRIEFING ALPHA

**To:** Agent Ayrik

**From:** HQ

**Mission:** You have just completed a training exercise with your friend, Agent Ben. Email Ben.

In your email, you must:

- Tell him you enjoyed the training exercise
- Ask if he left his spy watch in the training room
- Suggest you practice again next week

**Teacher:** "Okay, Agent Ayrik. Let's build this email together. Who is the **Target**? Is Ben a director or a fellow agent? So, what kind of **Secret Greeting** will we use? What would be a good **Mission Codename** (Subject Line)? Now, let's write the **Intel**. How can we phrase the first point? The second? The third? What's a good **Sign-off** for a friend?"

*(Work through writing the email together on the screen, focusing on making sure each of the three bullet points is clearly included in the body of the email.)*

### Part 4: Independent Mission - Mission Briefing Omega (15 minutes)

**Teacher:** "You've proven you have the skills. Now it's time for your first solo field mission. You must compose this message on your own. Read the briefing carefully and make sure you complete all objectives. The success of the mission depends on you."

#### ULTRA CLASSIFIED - MISSION BRIEFING OMEGA

**To:** Agent Ayrik

**From:** HQ

**Mission:** Your favorite field agent, Agent Chloe, has invited you to test out a new jetpack with her this Saturday. Unfortunately, you already have a mission scheduled for that day.

Write an email to Chloe. In your message, you must:

- Thank her for the invitation
- Explain that you cannot come because you have another mission
- Suggest a different day to test the jetpack

*(Ayrik now works independently to write this email based on the prompt. The teacher is available for support but encourages him to try it on his own first.)*

### Part 5: Mission Debrief and Assessment (5 minutes)

**Teacher:** "Okay, Agent Ayrik, let's see your message. We will now run it through the 'Mission Success Checklist'."

*(Review Ayrik's email together, using these questions.)*

- Did you include a clear **Subject**?
- Is your **Salutation** friendly and informal for Agent Chloe?
- **Objective 1 Check:** Did you thank her for the invitation? Show me where.
- **Objective 2 Check:** Did you clearly explain why you can't come? Show me.
- **Objective 3 Check:** Did you suggest another day? Excellent.
- Is your **Closing** friendly and appropriate?

**Teacher:** "Mission accomplished! You successfully included all three objectives in your intel and used the correct informal tone. Outstanding work, Agent."

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### Extension Activity (Optional - Bonus Mission)

If Ayrik finishes quickly and is ready for a challenge:

**Teacher:** "Agent, HQ has been so impressed with your work they are giving you a more challenging mission. This one requires a formal tone."

#### EYES ONLY - BONUS MISSION

**Mission:** The Agency is running a competition for a new gadget idea. Email the Director of the Agency, Director Sterling, with your idea.

In your formal email, you must:

- State the name of your new gadget invention.
- Briefly explain what your gadget does.
- Ask what the next step is to enter the competition.

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