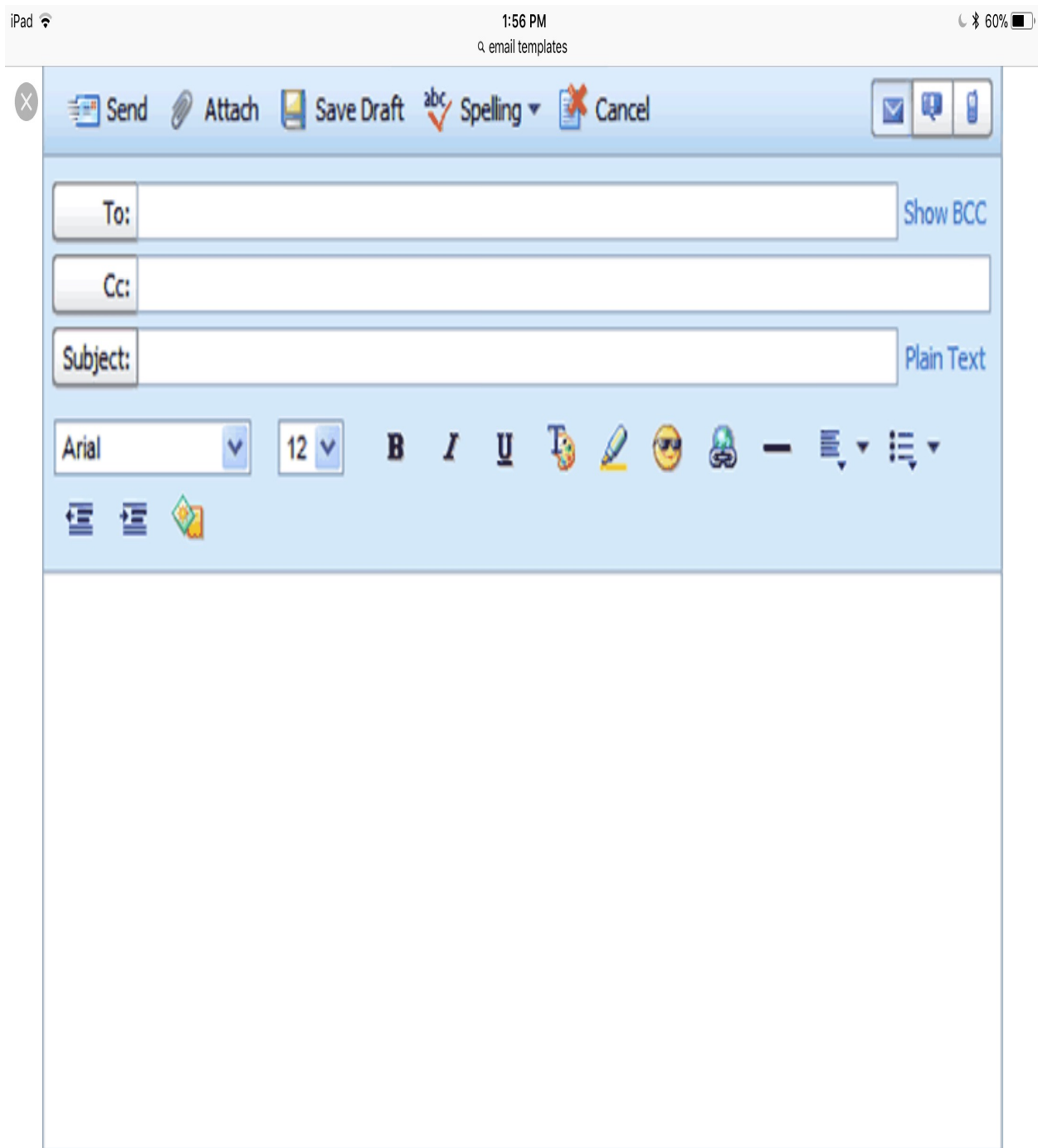


HANDOUT #1



<https://www.google.com/url?sa=i&rct=i&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKewi2x-eoj7bZAhUP3mMKHWLFB30QjB16BAqAEAU&url=http%3A%2F%2Fwww.ocregister.com%2F2017%2F10%2F04%2Fsanta-ana-planning-ban-on-camping-structures-to-reduce-homeless-encampment-at-civic-center%2F&psig=AOvVaw23eOWhZqzA1w9gQ-qsLP5&ust=1519271978201308>

HANDOUT #2 – EMAIL TEMPLATE



 Athletic Scholarships



Sample Email to College Coaches. Email Template.

HANDOUT #3 - EMAIL

To: ocgov.com/gov/bos/

CC: Smith_John@sccollege.edu

BCC: Day_Sam@sccollege.edu

Subject: Homelessness in Santa Ana

Dear Orange County Board of Supervisors Members,

My name is John Smith, and I am a resident of the City of Santa Ana. I have been a member of this community for more than 10 years. Recently, I have become very concerned about the critical situation of the homeless population in our city. As a stakeholder in this community, I am sure that you share many of these concerns.

According to a recent online article from the LA Times, over 1000 homeless community members in the Santa Ana area of Orange County have no permanent or temporary housing. Many of the homeless who live along the side of Santa Ana river in tents were recently given eviction notices. If the campsite residents don't move, they may have serious problems with the law. Based on the Orange County Board's decision from December 2017, the members of the Board approved \$500,000 to provide emergency shelters including 880 beds for people living outdoors. If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River bend don't receive assistance soon, it can lead to a safety and health catastrophe in the future.

Unfortunately, nothing has been done to solve the situation. In my opinion, if you don't act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them get off the streets, you will not be able to meet your ten-year plan deadline to end homelessness. I know you care about this community and its residents. Thank you for your consideration.

Sincerely,

John Smith

HANDOUT #4 EMAIL

To: ocgov.com/gov/bos/

This line is for the email address of the person or an organization recipient of the email

CC: Smith_John@sccollege.edu

CC stands for carbon copy which means that an email id in this line will also receive this message and will be visible to the other recipient as well.

BCC: Day_Sam@sccollege.edu

BCC stands for blind carbon copy , the email id in this line will not visible to the recipient.

Subject: Homelessness in Santa Ana

This line indicates what the message is about.

Dear Orange County Board of Supervisors Members,

One line space

Greeting : All words start with the capitals; use a comma at the end.

(In your first paragraph include your personal information) My name is John Smith, and I am a resident of the City of Santa Ana. I have been a member of this community for more than 10 years. Recently, I have become very concerned about critical situation of the homeless population in our city. As a concern member of this community, I am sure that you share many of these concerns.

(Include facts) According to community members in Santa Ana area of Orange County have no permanent or temporary housing. Many of the homeless, who live along the side of Santa Ana River in tents, were recently given eviction notices. If the campsite residents don't move, they may have serious problems with the law. Based on the Orange County Board's decision from December 2017, the members of the Board approved \$500000 to provide emergency shelters including 880 beds for people living outdoors. If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River bend don't receive assistance soon, it can lead to the safety and health catastrophes in the future.

Body of the email where you type your message

(State what you are asking for) Unfortunately, nothing has been done to solve the situation. In my strong opinion, if you don't act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them to get off the streets, you will not be able to meet your ten-year plan deadline to end the homelessness in our community. I know you care about this community and its residents. Thank you for your consideration.

One space

Sincerely, (Closing)

Closing :Use either :Thank you, Best, Regards, Sincerely, Respectfully, then comma

John Smith

HANDOUT #5 - EXTRA GRAMMAR PRACTICE

Put the sentences in the right order. Check your answers with sample email Handout #3.

1. don't move, they may have residents serious problems the campsite with the law If.
2. the homeless residents at the Santa Ana Civic Center and along the Santa Ana River Bend don't receive soon, it can lead to the safety and health assistance catastrophe's in the future If .
3. you don't act urgently and provide for the homeless population as well as various assistance programs to help them to get off the streets, If you will not be able to meet alternative housing your ten-year plan deadline to end the homelessness.

Fill in the blanks with the correct forms of the verbs. Add commas where it is necessary.

1. If the city officials _____ (follow) the established deadlines, they _____ (provide) many homeless residents with the alternative housing before the cold season.
2. If you _____ (write) a letter to the local representative you _____ (can, should, might) _____ (keep) it positive and polite.
3. A formal email _____ (be effective) if it _____ (address) the issue clearly and concisely.
4. The recipient of the email _____ (not see) who else is getting email if you Bcc all other recipients.
5. If the catastrophe _____ (happen) you _____ (have to act) quickly to stop it.
6. If you _____ (write) a business letter you _____ (might want to avoid) informal or personal topics.

HANDOUT #6 – GUIDED PRACTICE

Filling in missing information based on the sample email in Handout #3.

To: _____
CC: _____
BCC: _____

Subject _____

Dear _____,

My name is _____ and I am a resident of the City of _____. I have been a member of this community for more than 10 years. Recently, I have become _____ about the _____ situation of the _____ in our city. As a stakeholder in this community, I am sure that you share many of these concerns.

According to _____, over _____ homeless community members in the Santa Ana area of _____ have no _____ housing. Many of the homeless, who live along the side of Santa Ana River in tents, were recently given _____. If _____ move, they _____ serious problems with the law. _____ the Orange County Board's decision from December 2017, the _____ approved _____ to _____ for people _____ outdoors. If the _____ at the Santa Ana Civic Center _____, it _____ and health _____ in the future.

_____, nothing has been done _____ the situation. In my _____ if you _____ urgently and provide _____ for the homeless population as well as various assistance programs to help them get off the streets, you _____ meet your ten-year plan _____ homelessness. I _____ you care about this community and its residents. Thank you for your _____.

_____,

John Smith

HANDOUT # 7 – EDITING PRACTICE

Find 8 mistakes in the email below. Correct them by crossing out the mistakes and writing in the correct information. (Pay attention to punctuation (2), vocabulary (1), future real conditional (3), opening/closing (1), and spacing (1))

To: ocgov.com/gov/bos/

CC: Smith_John@sccollege.edu

BC: Day_Sam@sccollege.edu

Subject: Homelessness in Santa Ana

Dear Orange County Board of Supervisors Members

My name is John Smith and I am a resident of the City of Santa Ana. I have been a member of this community for more than 10 years. Recently, I have become very concerned about the critical situation of the homeless population in our city. As a stakeholder in this community, I am sure that you share many of these concerns.

According to a recent online article from the LA Times, over 1000 homeless community members in the Santa Ana area of Orange County have no permanent or temporary housing. Many of the homeless, who live along the side of Santa Ana River in tents, were recently given evaluation notices. If the campsite residents won't move, they may have serious problems with the law. Based on the Orange County Board's decision from December 2017, the members of the Board approved \$500,000 to provide emergency shelters including 880 beds for people living outdoors. If the homeless residents at the Santa Ana Civic Center and along the Santa Ana River bend will not receive assistance soon, it can lead to a safety and health catastrophes in the future.

Unfortunately, nothing has been done to solve the situation. In my opinion, if you will not act urgently and provide alternative housing for the homeless population as well as various assistance programs to help them get off the streets, you will not be able to meet your ten-year plan deadline to end homelessness. I know you care about this community and its residents. Thank you for your consideration.

Sincerely

JS

HANDOUT #8 - SAMPLE EMAIL TO THE LOCAL OFFICIAL

TO: _____ (recipient's email address)
CC: _____ (another person's email)
BCC: _____

Subject: _____ (Improving the roads)

Dear _____, (The name of the local representative/Lisa A. Barrtlet)

(In your first paragraph include personal information) My name is _____. I have lived in this community for many years. Recently, I have become very concerned about _____ (road conditions in the community). As a proud member of the community, I am sure that _____ (you share my concern).

(Include facts) According to _____
_____ (the City Aid Program, a new road improvement funding program for Orange County Cities), the city of Santa Ana and other Orange County cities will receive \$10 million _____ (in road maintenance funds each year).

(State what you are asking for) I ask that _____ (you to act urgently and start implementing the program before the set deadlines). First,

_____ (if you don't fix the potholes on busy streets in our community as soon as possible), it _____

_____ (can cause car accidents and various damages to the vehicles. Second, you might also _____ (start re-surfacing aging roads in the city) if _____

_____ (you don't want to increase a wear-and-tear of the cars in the community). Finally, why don't you _____

_____ (consider correcting drainage issues as well). Therefore, if _____ (you consider my suggestions), it _____ (will improve the quality of the roads and decrease the number of incidents on the roads in the community). Thank you for taking the time to read my email and consider my ideas.

Sincerely,

_____ (Your name)

HANDOUT #9 - SAMPLE EMAIL TO THE LOCAL OFFICIAL

TO: _____ (recipient's email address)
CC: _____ (another person's email)
BCC: _____

Subject: _____

Dear _____, (The name of the local Representative)

My name is _____. I have lived in this community for many years. Recently, I have become very concerned about _____. As a proud member of the community, I am sure that _____ (you share my concern).

According to _____

I ask that _____. First, if _____, it can cause _____. Second, you might also _____ if _____. Finally, why don't you _____ consider _____. Therefore, if you consider my suggestions, it _____. Thank you for taking the time to read my email and consider my ideas.

Sincerely,

_____ (Your name)

HANDOUT #11 – SUGGESTIONS FOR AN EFFECTIVE EMAIL

- Use an appropriate **subject line** such as Concern about _____.
- Use an appropriate **greeting**:
 - Dear _____, (decide which title to use: Mr./Ms. /Dr., or if can use first name)
- Tell the person who you are.
 - Examples: I am a community member./I am a student./etc..
- Provide information they may need/some facts.
- Start with a positive comment.
- Next, mention the criticism using the softening techniques below.
 - Language: I think, maybe, probably, perhaps, kind of, slightly, not really, and etc.
- Provide a suggestion/option for solving the problem.
 - Language: why don't you/we....; How about...; Why not... ; You could/you might; Have you considered...; If I were you ...
 - Use modals for making suggestions and giving advice (should/ought to) as well as future conditional sentences of cause and effect.
- End with a positive comment.
- Thank them for taking the time to read your email and considering your ideas.
- Use formal closing:
 - Sincerely,/Respectfully,
- Type your own name/title and contact information after closing.

Self-Check Checklist

	YES	NO
1. I have the recipient's address.		
2. I included personal information.		
3. I included a fact.		
4. I have a subject information.		
5. I have a formal greeting.		
6. I have a formal closing.		
7. I identified an important community issue.		
8. I used future conditionals cause and effect sentences.		
9. I included 2 suggestions to solve the problem.		
10. I used at least two vocabulary words.		
11. I cc'd and bcc'd someone.		

HANDOUT #13 – SHORT EVALUATION RUBRIC

	YES (1)	ATTEMPTED (.5)	NOT EVIDENT (0)
Sent email to appropriate address.			
CC'd/BCC'd someone.			
Included an appropriate subject line.			
Included an appropriate greeting.			
Introduced self appropriately.			
Stated a community problem using at least one fact.			
Came up with 2 suggestions to solve the stated problem using appropriate modals (2 points):			
1) Suggestion			
2) Suggestion			
Used future real conditionals (cause/effect) with correct punctuation (2 points):			
1) future real conditional			
2) future real conditional			
Ended with a positive comment.			
Thanked the person for their time.			
Closed the email with formal closing.			
Signed off with full name and contact information.			
The writing flows and is comprehensible.			
TOTAL (15) =			

Reference:

Celce-Murcia, M., & Larsen-Freeman, D. (2015). *The grammar book: An ESL/EFL teacher's course, Third Edition*. Boston, MA: Heinle & Heinle.