

Letter Writing: On-Demand Practice Prompts



Essential Questions

- WHAT IS A BUSINESS LETTER?
- WHAT IS AN AUDIENCE?
- WHAT IS A PURPOSE?

Learning Intention / Overview

Email has changed the face of communication. What used to take days or even weeks to reach recipients can now be sent with the click of a button. Even with these modern technologies in place, students should still be aware of how to impress companies, prospective employers, and others with their ability to compose a letter in correct business letter format. This on-demand practice prompt provides a valid reason that guides students through including the correct parts to a business letter.

Methods / Teaching Strategies

- Personalized Learning

Assessment of Learning

- Business letter composition

How might you customize or alter this lesson?

Key Learning Areas

Composition

Letter Writing

Concepts Taught

Audience, Purpose

Target Age

9 – 12 Year Olds

Duration

1 x 60 minute Session

You will need:

Scissors, Glue, Masking Tape



edgalaxy.com
Cool Stuff for Nerdy Teachers

Online Resources:

- <http://edgalaxy.com/education-quotes>
- <http://edgalaxy.com/classroom-posters-charts/2013/9/10/14-educational-quotes-posters>
- <http://www.youtube.com/watch?v=iPnYfwLOW84>

Teaching Instructions

1. Review the parts of a business letter with students.

❖ These include the following:

- Heading
- Inside Address
- Greeting
- Body
- Closing
- Signature

2. Once students have reviewed the parts of a business letter, provide the on-demand practice prompt and allow students to compose a business letter.

3. After students are finished writing their letters consider having them peer evaluate each other's letters using the provided scoring guide.

4. Once they have received a peer evaluation, allow them to revise their letters before giving to you for a final grade.



Business Letter On-Demand Practice Prompt



Your address:

Street Address

City, State Zip Code

Date

Heading

Their address:

Mr. Mark Brown

President

Boxes Unlimited

123 Main Avenue

Nashville, TN 12345

Inside Address

Situation: Your company has regularly purchased storage boxes for its computer software products from one supplier. Recently orders have not been filled promptly, and deliveries have arrived with an unusual number of broken boxes. Your company is very concerned about this situation.

Writing Task: Write a letter to the supplier presenting your company's complaints.

Checklist for business letter:

- Heading

- Inside address

- Greeting

- Body paragraph 1**: How will you introduce yourself? What are you asking for?

- Body paragraph 2**: Why do you want it? What will you do with what you get?

- Body paragraph 3**: How will the person to whom you're writing be able to appreciate what you do with it? Appropriate thank you.

- Closing

- Signature

- Typed Name



Business Letter Scoring Guide



_____ Street or P. O. Box (5 points possible)

_____ City and State (5 points possible)

_____ Date (5 points possible)

_____ Name or Company (5 points possible)

_____ Stress # and Name (5 points possible)

_____ City and State (5 points possible)

_____ Greeting: (5 points possible)

_____ Paragraph 1: Introduce yourself (10 points possible)

_____ Paragraph 2: Tell why you are writing (10 points possible)

_____ Paragraph 3: Closing to thank them (10 points possible)

_____ Closing, (5 points possible)

_____ Signature (5 points possible)

_____ Typed Name (5 points possible)

_____ **Total Points You Earned**

Teacher's Comments:

