BD10037_ **Composing a Business Letter**

***Handout 2***

**Business letters are written for a specific purpose. They are formal, brief, direct, and include all the necessary information. Frequently business letters are used to request information or order materials.**

# **Six Parts of a Business Letter**

**1. Heading:**

* Your Address

## City, State, Zip Code

## Month, Day, Year

**2. Inside Address:**

### The name of the business firm or person to whom you are writing

* Address of the name of business or person whom you are writing
* City, State, Zip Code

**3. Salutation: (**The formal style greeting)

* *Dear Sir or Madam:*
* *Dear Mr. James:*
* *Ladies and Gentleman:*

**4. Body:**

* The content or message of the letter
* The beginning of each paragraph should be indented.

**5. Closing:** (A formal closing phrase)

* Sincerely,
* Yours truly,

**6. Signature:**

* Your first and last name should be written four lines below the closing phrase.

Make a list of some possible reasons why someone might write a business letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Color-Coded Business Letter Assessment**

# ***Handout 3***

# Using word-processing software, write a letter to the principal asking that your class be allowed to conduct a fund-raising project with the proceeds to be used to purchase a product that will produce colorful posters for your classroom. You will be able to create these posters to encourage school spirit, to advertise school events, or as part of individual projects. You plan to sell posters to others in the school who might want one for a particular event. All money raised will be used to buy things for your teacher’s room.

When you have keyed in your letter, run SPELL CHECK to check your letter for spelling and grammatical errors. Check it again to be certain you have everything in your final version correct.

Be sure to save your letter periodically so that you will not lose all of your hard work.

When you have finished and printed your letter, color code the parts of the business letter in the following way:

## Heading —Orange

## Inside address—Yellow

## Greeting—Green

Body—Blue

Closing—Red

You will be assessed on the content of your letter, its format, and your identification of the parts of the business letter through color-coding.

**Content- 25%**

* Explains how the class will raise money to buy the product
* Explains why the students want to make the posters
* Explains how much the students will sell the poster for.
* Explains what you will buy for the class room with the money raised from the poster sales

**Format- 25%**

* The letter is typed
* Contains all six parts of a business letter
* The beginning of each paragraph is indented.
* The signature is typed and signed by hand

**Grammar - 25%**

* There are no spelling errors.
* There are no subject and verb agreement errors.
* There are very few other grammatical errors

**Color-Coding**

* The student has followed directions and color coded each part of the letter correctly.

**Your business letter is due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**