

## Real World Business Letter Assignment

In this assignment you are to write a letter to an actual business. Spend some time thinking of a reason to send a letter to a business:

- Do you have a favorite brand/product?
- Do you have a compliment to send?
- Do you have a complaint?
- Have you recently been in a store/restaurant and have a message for the owner?
- Do you have an idea you want to send a message about?

Next, Research who the letter needs to be sent and addressed to.

### Directions

Create a block style, open punctuation letter in Microsoft Word. In this letter, you will write the letter from scratch. All of the details you will need to write the letter are provided in the instructions below.

1. Open a NEW document in Word.
  - a. Unless otherwise stated, the font should be 12 point Times New Roman.
2. Set the Page Margins for a Letter.
3. Set up the letter by following the block style, open punctuation.
4. Use the Current Date.
5. Use the Below information to compose a letter based on the scenario and guidelines presented below:
  - a. In the first paragraph briefly explain the purpose of your letter
  - b. The second paragraph should include more details, do you have any requests? Would you like to receive a coupon in the mail?
  - c. In the conclusion paragraph, thank the business for their time
6. The letter should be written using a positive tone, and should not exceed one page.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document in H Drive and upload to Schoology.

### **Business Letter Writing Activity Rubric**

Possible Points	Assessment/Skill Items	Student	Teacher
5	Header and Footer is correct		
55	Proper formatting for Business Letter is applied <b>SEE CHECK SHEET BELOW</b>		
15	Letter addresses appropriate subject and is written with clear intentions		
10	Document is spell checked and proofread for no grammatical errors (-2pt each error)		
5	Document are saved correctly and printed out		
5	Document are attached to the back of rubric and turned in		
5	Rubric is filled out correctly		
100	<b>Total Points</b>		

### **Proper Business Letter Formatting (5 pt. each):**

\_\_\_\_\_ Block Style

\_\_\_\_\_ Writer's ID

\_\_\_\_\_ Dateline (Ex: January 11, 2008)

\_\_\_\_\_ QS after Dateline

\_\_\_\_\_ Inside Address

\_\_\_\_\_ DS after Letter Address

\_\_\_\_\_ Salutation (Appropriate)

\_\_\_\_\_ DS after Salutation

\_\_\_\_\_ Body of Letter

(SS paragraphs, DS between paragraphs)

\_\_\_\_\_ Complimentary Close (Appropriate)

\_\_\_\_\_ QS after Complimentary Close

November 5, 2019

Apple, Inc.  
One Apple Park Way  
Cupertino, CA

Dear Apple, Inc.

useable?

I am writing to say that I really like using the iPhone 11. The camera is very good and I like the wireless earbuds that I got at the same time. I will probably always be a fan of Apple devices.

My first iPhone was the iPhone 8 and it worked really well. Please keep making good phones.

Sincerely,

Jackson S.

4686 US Hwy 84 Bypass

Thomasville, GA 31792

8/10