

FUN Business Letter Assignment!

Read this opening paragraph from Torie Combest written in *CareerTrend.com*, a online teaching tool for business:

“What we have here is a failure to communicate.” This famous line from the movie “Cool Hand Luke” sums up the importance of clear communication. Comprehensible correspondence is crucial, especially in business writing--so much so, that the National Commission On Writing estimates that American businesses spend \$3.1 billion annually in training employees to write.

We want to give you some business letter experience so that you won't be that disappointing employee who cannot write a proper letter.

You will write a business letter, using block (**not** indented) letter format. Your letter must be formatted as described [here](#). You should also read the writing in the formatted sample letter as it includes important information on what information goes where, etc.

You may be wondering, gosh, what should I write about? Here are some ideas:

- a letter to an organization that interests you about what volunteer options they have
- a letter to a potential employer to investigate what job openings they might have over the summer
- a letter praising a business or employee for some outstanding service/product you recently received
- a letter of complaint about a product or service you received recently
- a letter to a government official about a concern you have in your community

You will print your business letter and turn it in to us on **February 1, 2019**. You should never assume that you can print at school, but if you do not have access to a printer, you must come at SNACK only, though we can't guarantee that our printer will be working. We will not be available at lunch for you to print. You will **also** turn in a properly addressed, letter-sized envelope to the business with your return address and a properly placed stamp. See us **ahead of time** if you cannot obtain these items. You will **not** fold your letter and place it inside yet.

Business letters must be in proper format and have NO typos. The date on your letter needs to reflect the date you turn in the letter. Letters which do not meet these guidelines as well as the content guidelines below will be returned to you for you to fix them. This is a credit/no credit assignment. Once you get it correct, you receive credit and the properly folded letter is placed in the envelope and mailed. The **first five people** who actually get a snail-mailed response to their letter and bring that response in to us will receive a PRIZE.

All of you must have completed this assignment by **February 15**. If you do not have your letter approved by this date, you receive NO CREDIT.

Contents of your letter

- 1st paragraph: introduce yourself and provide purpose for your letter (who you are [don't write "My name is..."] and why you are writing)
- 2nd paragraph: explain specifically what you would like as a result of you writing this letter and why
- 3rd paragraph: thank the person (or company or organization), remind them what you would like, and tell them that you look forward to hearing from them soon