

Lesson Type: Writing friendly and business letters

Grade Range: 6-12.

Time required: Two periods for instruction, one additional for reinforcement and additional periods as needed for mastery.

Resources needed: Samples of well written friendly and business letters and samples of poorly written letters of each with one copy of each for each student.

Objectives:

1. To recognize differences of friendly and business letters
2. Students will learn/have reinforced how to write friendly and business letters
3. Students will do necessary editing of their work.
4. Let students know that letters leave an impression of the writer and a business letter may influence the individual reading it to be positively or negatively inclined toward the writer.

Procedures:

1. Use good and bad examples of a friendly letter and a business letter. Read them to the class and discuss them in detail, pointing out how to address the letter, what styles maybe used in each type of letter, and stress what is not appropriate in writing a business letter.
2. Give out to each student a copy of a good and of a poorly written letter

Instructions to the students:

1. Listen carefully to the next letter(s) I'm going to read to you. I'll ask you to decide what type of letter each is, if the letter is well written or not, and if it is written in an appropriate style.
2. Please read and study the letter I have given you. Make a note of what type of letter it is at the top of the page.
3. Edit the letter for spelling, grammar, clarity, interest of presentation, etc. Pay attention also to the style, address, closing and so on.
4. When you have finished, compare your work with a partner's work, and decide together what more would be required to make your letters give a good impression of the writer.
5. **Reminders to students:** When working with your partner be willing to listen as well as tell about your ideas and work at a level that will not disturb the class.

When students finish:

1. Students will begin to write a letter of the type studied.
2. Assign the letter students write for homework if not completed in class.
3. Students who finish writing their letter early exchange letters with another student who is finished and edit the letter from their partner.

Follow-up lessons

1. Take up the other type of letter and follow the procedures above.
2. Ask students to cut out from newspapers one or two letters to editors, bring them to school to exchange with other students for analysis. It may be wise not to include the name of the writers of those letters to the editors, especially in a smaller community where the writers may be identified by other students.
3. Students will write a letter to the editor of a newspaper on a topic of their choice.
4. Practice writing a few letters of application.
5. If additional reinforcement is required, teach the major characteristics of the letter type needing more work and have students write another letter and pair student up to discuss their letters.