

Letters of Inquiry

Objective: Students will be able to write a professional letter of inquiry to find answers that a website or pamphlet may not provide.

Materials:

Model Letter of Inquiry outline (handout 1)

Sample letter to cut into parts (handout 2)

Task cards (handout 3)

Paper

Pencils

Glue/tape

Preparation: The task cards must be cut prior to lesson.

Instructions: (1 hour)

Part 1: What is a letter of inquiry (5 minutes)

1. The students will receive a model of what a letter of inquiry is and what information goes into each part.
2. Discuss how they are used and what type of information they can request: such as informational available scholarships, general questions and more.

Part 2: Parts of a letter (15 minutes)

1. The students will try piecing together a sample letter (handout 2). Each student will receive a sample letter they must cut into parts. It is the student's job to place the parts in the correct order using the model as a guide.
2. Once the student believes all the parts are in the correct spot, their work is checked and the student may glue/tape the sample letter to the back of the model.

Part 3: Letter of inquiry (40 minutes)

1. The students now have a model and an example of what a letter of inquiry should look like.
2. The students will now write their own letter of inquiry. Each student will receive a task card (handout 3). The task cards state who they are writing to, and what information they are seeking.
3. Once the student is finished the letter will be checked to see what improvements should be made if any.

Part 4: Extension

1. If a student is done early and would like a challenge. Have them write a letter of inquiry to a university they are thinking of attending and have them mail/email it and see what the response is.

P2HS Closure/Transition:

Note to students: This is one of the most valuable skills to work on. Letters of inquiry will be used when applying to programs, workshops, jobs, and college.

Handout 1: Letters of Inquiry Examples

Charles Taylor
4511 John Tyler Highway,
Williamsburg, VA,
(757) 564-3955

Date: *October 15, 2008*

Linda Robinson
Admission Coordinator
Virginia University
918 Emmet Street South,
Charlottesville, VA,
(434) 924-3344

Dear Ms. Robinson:

I have heard a lot about the various courses offered by Virginia University. The official website of the university gives a lot of guidance and help to students who want admission. This is of great use as you can go through the courses and select a few that you are interested in. While going through courses in Management, I came across a course in Waste Management. This featured under the category of green education. That really interested me as I have completed my honors in Environmental Science. I love nature and want to do some thing to nurture it through my profession.

I feel waste management is a course that will help me fulfill my dream. A lot of jobs are available in this field of management as many countries have started feeling the heat of global warming. I have some knowledge about the basics of this course but I need detailed information, so that I can take a decision to pursue my post graduate degree in waste management.

I request you to send me the detailed course structure, curriculum and admission procedure for the course as these details are not available on the website. The website gives information about fee structure, duration of course and eligibility criterion for admission.

You can send me information on my email address- charles_taylor@hotmail.com. This will be great help for me. I know it is a tough task and it will be time consuming. I look forward to your positive reply.

Yours truly,

Charles Taylor

May 30, 2012

First name, Last name

My address

City, State Zip

Place

Address

City, State Zip

Salutation/Greeting:

Introduction: Include your name, where you're from, why you're writing it (PURPOSE)

At least 3 sentences

Explanation before you give them personal information. Ask a question if necessary.

At least 3 sentences.

Explain why you're asking for more information... Also asked about freshmen and college courses

Ask for information:

- 1) *To send*
- 2) *A website/publications*
- 3) *To set up a meeting to discuss *

Thank you for your time. I look forward to your response/hearing from you soon. If you have any questions, please contact me at wilhalme@email.arizona.edu or on my cell phone (520) 555-0549.

Closure (Sincerely),

Deanna Wilhalme
Mills HS Student

Handout 2: Unscramble the letter and put it back in order!

Dear Ms. Robinson:

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Williamsburg, VA,
United States
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Handout 3: Letters of Inquiry Taskcards

You are a high school student who is trying to find more information about a college you are thinking of attending. You must choose a college and request more information using the format you just learned.

Letter Challenge

You would like to attend **Bone Camp: The World of Forensic Anthropology**.

This is a one week summer camp.

Fee: \$395.00 to attend. Scholarships are available for more information contact Dr. Maria Cell at University of Arizona, Life Sciences, North Room 452, Tucson AZ 85716

Description: Are you curious about how forensic anthropologists can “Read the bones” to create a biological profile and establish an identity of the deceased? This summer come and experience the skeleton and all its glory with hands on labs that include guided exploration of skeletal and facial anatomy, techniques about how to create a positive identification, and clay facial molding.

Letter Challenge

Are you interested in attending **Law Camp**? This is a one week camp that demonstrates what lawyers do, how the law works and much more.

Fee: \$395.00 to attend but scholarships are available. For more information contact Paul Bennet at the University of Arizona, College of Law, Tucson AZ 85716

Letter Challenge

You would like to attend **Classics Camp: The Ancient World of Gladiators, Gods, Greeks, and Romans**.

This One week summer camp introduces students to the world’s most influential cultures. You will experience mythology, food, art and history. While creating some of your own.

Fee: \$375.00 to attend this one week camp. Scholarships are available. For more information contact Dr. Cynthia Green at the University of Arizona, classics department, Tucson AZ 85716

Letter Challenge

Are you interested in attending the **Pre-Med Camp** this summer? It is a one week long camp where you explore the human body using state of the art equipment and human cadavers.

Fee: \$395.00 to attend but scholarships are available for more information contact Helen Armageddon at the University of Arizona, Tucson AZ 85716

