

TBL Letter

Business Achievement Award: Future Level #13

- Pick one of the following articles to read:
 - “Electing Your National Officer Team Pg. 4-5
 - “Ryan Changes, Playing for a Living” Pg. 8
 - “Swimming with Sharks” Pg. 9
 - “#NLC2014 Keynote Speaker: Sabrina Thompson” Pg. 12-13
- You are to type a personal business letter in block format to teacher/adviser explaining the article.
- Use the format guide to check for correct format. A personal business letter sample is on page 7 of the format guide. <http://www.fbla-pbl.org/data/files/docs/FormatGuide.pdf>
- Use your information for the return address and you are the writer.
- Use the info provided for the mailing address (154 Alcova Drive, Social Circle, GA 30025)
- Be sure to use correct grammar and spelling.
- Must have at least 3 paragraphs with complete sentences.
- Save as: TBL Letter_Your Name in your FBLA/BAA's folder in your H:Drive

Requirement	Point Allowed	Points Given
Block Format (2" Top Margin and 1" Side Margins)	10	
Return Address Date Adviser Name School Name School Address City, State ZIP Salutation	10	
Paragraph 1 Describe the article you picked to read and why. Be sure to give credit to the author.	20	
Paragraph 2 Give a summary of what the article was about.	20	
Paragraph 3 Explain what you learned from the article.	20	
Complimentary Close Writer's Name	10	
Grammar and Spelling	10	
Total Score	100	