

# BUSINESS LETTER BOOK REPORT



## Directions:

1. Write the author of your book a **full-block** business letter. See Grammar book for an example of a business letter.
2. Be sure to write your author in care of the publisher of the book. Most publishers include United States Postal Service addresses within the first few pages of their books.
3. ***In your letter be sure to mention the title of your book, characters with which you identify conflicts and resolutions, favorite parts, and your opinion.***
4. Complete an envelope (stamped if your author is living) to be mailed. Do not seal or stamp the envelope until your letter and envelope have received teacher's final approval.
5. Letters that do not follow this format will not be graded.

## Checklist:

1. Know the following parts of a business letter and how they are correctly formatted: Heading, Inside Address, Salutation, Body, and Closing.
2. Spacing is extremely important in business letters. Please follow notes regarding spacing rules for business letters.
3. Clearly state the purpose of your letter. Remember: You are writing to convey your thoughts about the book you have just finished reading.
4. A typed business letter ***never*** exceeds one page.
5. Proofread your letter. Have a trusted friend or family member proofread your letter. Then, proofread your letter again. Correct any mistakes before submitting.
6. Re-read your letter to make sure that it makes sense. Read it aloud!
7. Never put your signature on an inferior piece of work. Take pride in your efforts!
8. Proofread your envelope information. The United States Postal Service will not deliver pieces of mail with missing and/or invalid information.
9. Refer to the **Business Letter Guide** on my web page.

**NOTE:** We will be typing our letters and envelopes in the computer lab. You are required to bring the following items in order to participate:

- The rough draft of your letter (skip lines on notebook paper)
- The rough draft of your envelope (completed on notebook paper)
- Two envelopes (Number 10 – suitable for business letters)
- One first-class United States Postage stamp (not attached to the envelope)