

FBLA Business Activity 27

Name: _____ Date: _____

Objective: Communications/FBLA Organization and National Programs

Instructions: Write a letter to your school superintendent or principal about the benefits of FBLA.

You are to type a personal business letter in block format to the superintendent or principal explaining the benefits of FBLA.

- 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
- Be sure to use correct grammar and spelling.
- Must have at least 3 paragraphs with complete sentences.
- Save as: FBLA Business Activity 27

| Points Possible | Requirement | Student | Teacher |
|-----------------|--|---------|---------|
| 5 | Header and Footer is correct | | |
| 20 | Proper formatting for Business Letter is applied to both letters SEE CHECK SHEET BELOW | | |
| 20 | Paragraph 1 Explain with FBLA is | | |
| 20 | Paragraph 2 Explain why FBLA is important. | | |
| 20 | Paragraph 3 Invite them to become a professional division member of FBLA | | |
| 10 | Document is spell checked and proofread for no grammatical errors (-2pt each error) | | |
| 5 | Document saved, printed and rubric filled out correctly. | | |
| 100 | Total | | |

Proper Business Letter Formatting (2 pt. each):

- _____ Block Style
- _____ Dateline (Ex: January 11, 2008)
- _____ QS after Dateline
- _____ Inside Address
- _____ DS after Letter Address
- _____ Salutation (Appropriate)
- _____ DS after Salutation
- _____ Body of Letter
(SS paragraphs, DS between paragraphs)
- _____ Complimentary Close (Appropriate)
- _____ QS after Complimentary Close
- _____ Writer's ID