

# Informative Letter Assignment

The informative letter assignment is designed to introduce yourself to your teacher. And, it's so easy! Just adhere to the following guidelines.

- Choose either block-style or modified block-style letter format
- Create a three (3) paragraph letter

-**Introduction** – Use this paragraph to grab your teacher's attention (ie. Attention grabber). Formulate a thesis statement- state what you will discuss in the upcoming paragraph

-**Body** – Discuss at least three (3) traits you'd like your teacher to know. Feel free to share your hobbies, interests, family, likes/dislikes, future goals, or any other information.

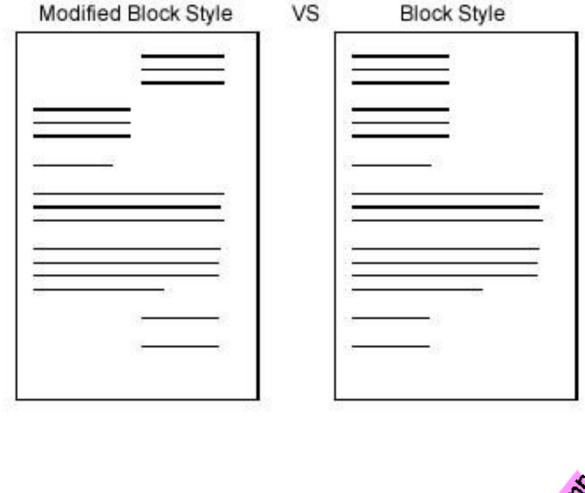
-Conclusion – Summarize the contents of the paper. Include a sentence that states your expectations and plans while attending Broadmoor High.

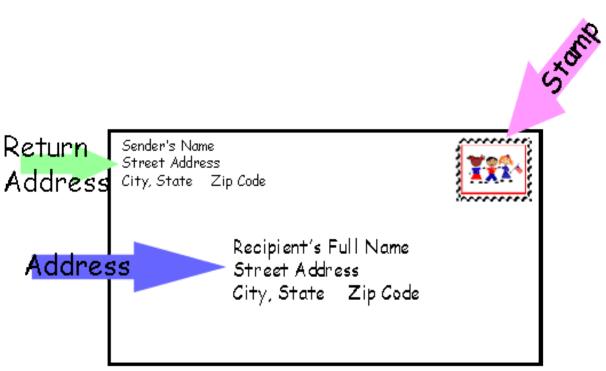
 Place the letter in an envelope and address it to your teacher using the following Teacher's Name Broadmoor High School 10100 Goodwood Blvd Baton Rouge, Louisiana 70815

Be sure to type your letter in 12 pt size, Times New Roman font with 1in margins. This assignment is **due on Monday, August 19, 2013** and is **worth 100 pts**.

### **Informative Letter Rubric**

Letter Format – 20pts	<b>Content</b> – 70pts	<b>Envelope</b> – 10pts
-Block or Modified	-Attention Grabber	-Your Information
Format	-Thesis Statement	-Teacher's Information
-Three (3) paragraphs	-Three (3) traits	





#### Formats for Business Letters (Types of Business Letter)

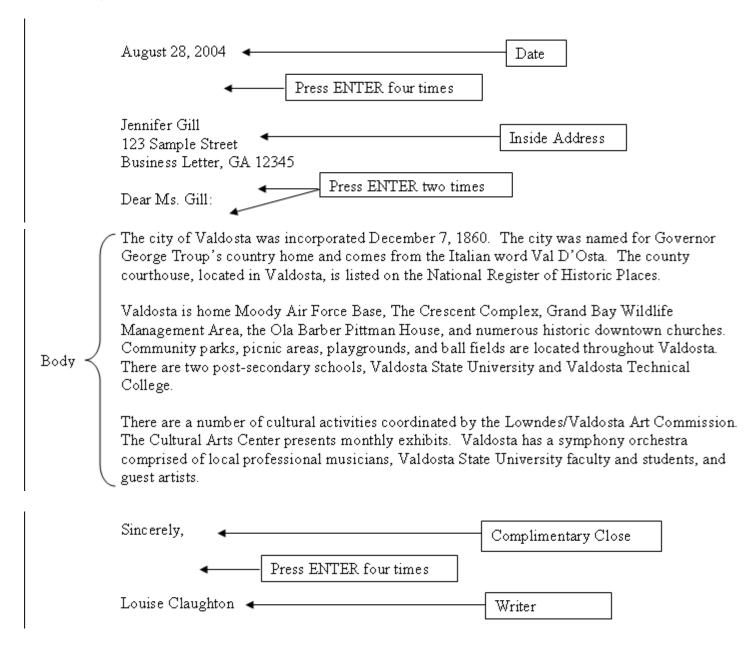
- 1. Block Style Business Letter
- Everything is typed at the left margin.
- 2. Modified-Block Style Business Letter
- The Date, Complimentary Close, and Writer/Title are typed at a tab stop at/near the center of the document (3 inch mark).
- o Everything else is typed at the left margin.

#### **Business Letter Template**

- 1. Left and Right Margins: One-inch margins.
- 2. Top Margin: Two-inch margin.
  - If you are using Word and the top margin is set to 1 inch, press your ENTER key six times.
- 3. Date: Enter your date and press your ENTER key four times.
- o June 14, 2004
- 4. Inside Address: Person who will receive the letter and press your ENTER key two times.
- o Jennifer Gill
- o 123 Sample St.
- o Business Letter, GA 12345
- 5. Salutation: A greeting (and press your ENTER key two times).
- o Dear Sir:
- Dear Madam:
- Dear Sir or Madam:
- o Dear Ms. Gill:
- To Whom It May Concern:
- 6. Body: Type your paragraphs. Press your ENTER key two times between paragraphs.
- Closing: Type the closing (this depends on the type of letter you are sending) and press your ENTER key four times to allow for your signature.
- o Best regards,
- Cordially,
- o Regards,
- o Sincerely yours,
- o Sincerely,
- o Thank you,
- Yours truly,
- Writer and Title: Type your name, press your ENTER key ONCE and type your title (if needed). Press your ENTER key TWICE if you need to add an Enclosure.
- 9. Enclosure: Type: Enclosure (something to be included in the envelope).

#### **Business Letter Layout**

## **Block Style Example**



# Modified-Block Style Example

	Date August 28, 2004		
	Press ENTER four times		
	TICSS EAVERATION LINES		
	Jennifer Gill 123 Sample Street Inside Address Business Letter, GA 12345		
	Dear Ms. Gill:		
	The city of Valdosta was incorporated December 7, 1860. The city was named for Governor George Troup's country home and comes from the Italian word Val D'Osta. The county courthouse, located in Valdosta, is listed on the National Register of Historic Places.		
Body	Valdosta is home Moody Air Force Base, The Crescent Complex, Grand Bay Wildlife Management Area, the Ola Barber Pittman House, and numerous historic downtown churches. Community parks, picnic areas, playgrounds, and ball fields are located throughout Valdosta. There are two post-secondary schools, Valdosta State University and Valdosta Technical College.		
	There are a number of cultural activities coordinated by the Lowndes/Valdosta Art Commission. The Cultural Arts Center presents monthly exhibits. Valdosta has a symphony orchestra comprised of local professional musicians, Valdosta State University faculty and students, and guest artists.		
Complimentary Close Sincerely,			
	Press ENTER four times		
[	Writer/Title  Louise Claughton		
Enclosure			
	Sincerely, Complimentary Close		
	Press ENTER four times		
	Louise Claughton		
	Enclosure Enclosure		