



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

- Block or Modified Format
- Three (3) paragraphs

Content – 70pts

- Attention Grabber
- Thesis Statement
- Three (3) traits

Envelope – 10pts

- Your Information
- Teacher's Information

Modified Block Style



VS

Block Style



Return
Address

Sender's Name
Street Address
City, State Zip Code



Stamp


Address

Recipient's Full Name
Street Address
City, State Zip Code

Formats for Business Letters (Types of Business Letter)

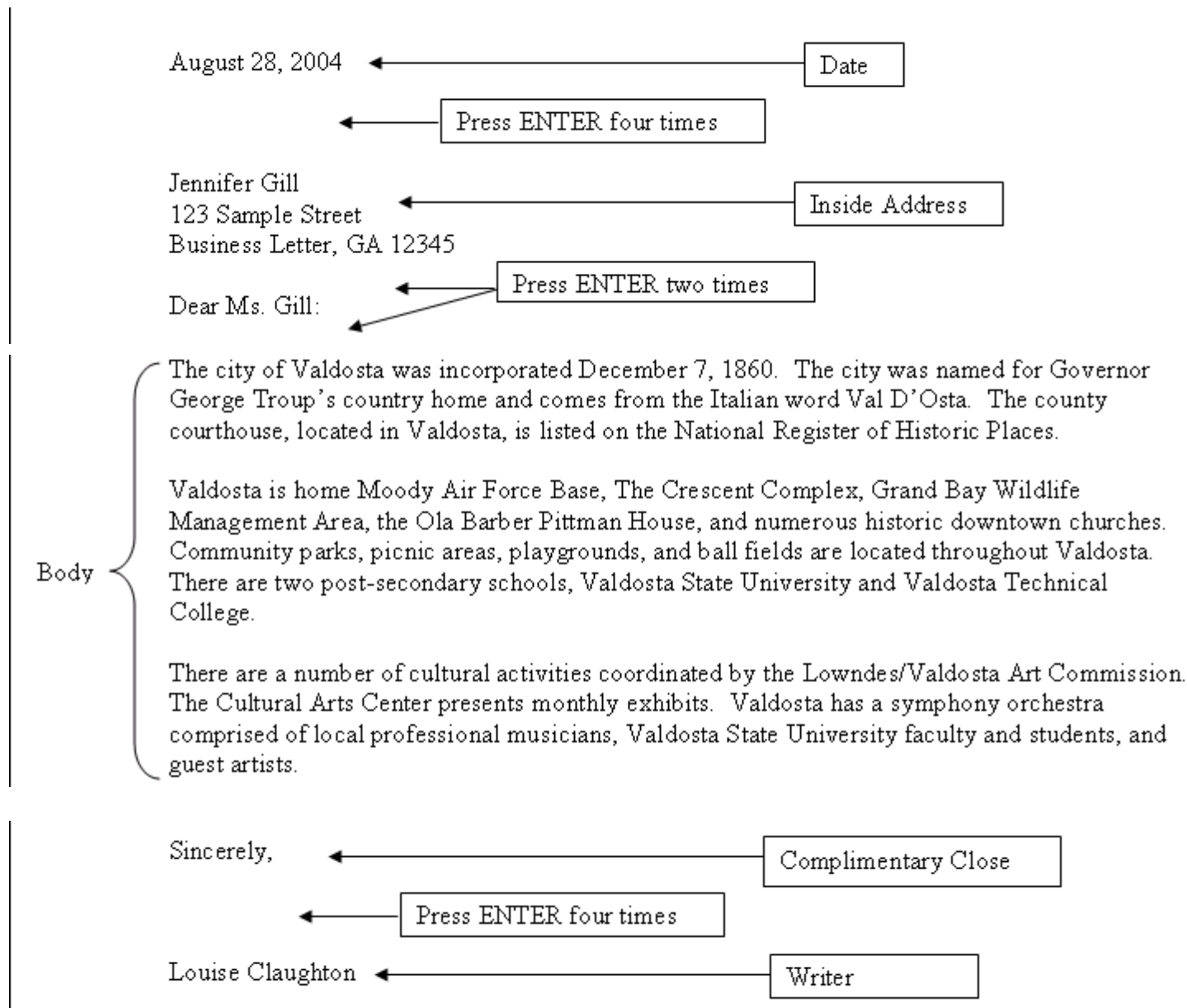
1. **Block Style Business Letter**
 - Everything is typed at the left margin.
2. **Modified-Block Style Business Letter**
 - The Date, Complimentary Close, and Writer/Title are typed at a tab stop at/near the center of the document (3 inch mark).
 - Everything else is typed at the left margin.

Business Letter Template

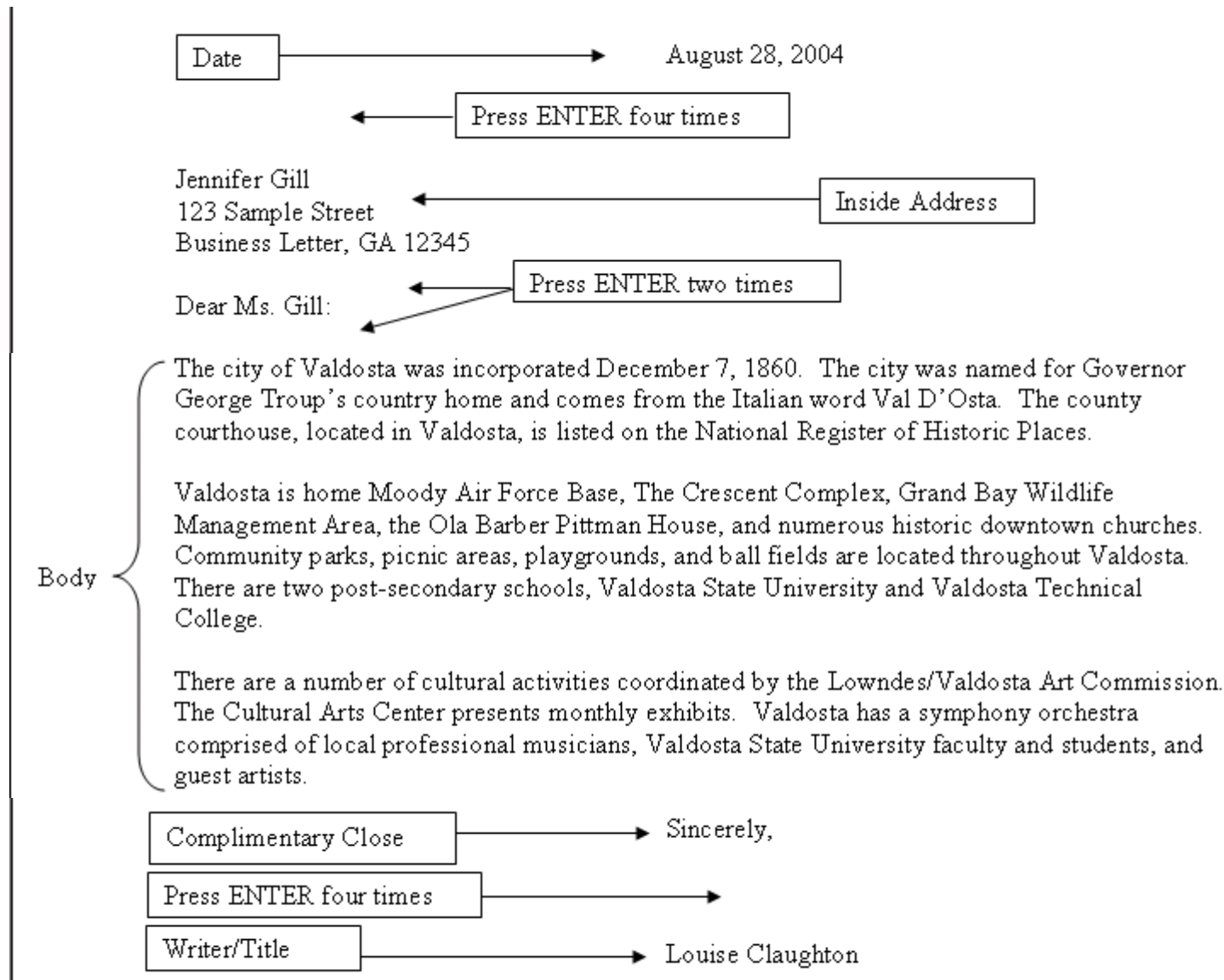
1. Left and Right Margins: One-inch margins.
2. Top Margin: Two-inch margin.
If you are using Word and the top margin is set to 1 inch, press your ENTER key six times.
3. Date: Enter your date and press your ENTER key four times.
 - June 14, 2004
4. Inside Address: Person who will receive the letter and press your ENTER key two times.
 - Jennifer Gill
 - 123 Sample St.
 - Business Letter, GA 12345
5. Salutation: A greeting (and press your ENTER key two times).
 - Dear Sir:
 - Dear Madam:
 - Dear Sir or Madam:
 - Dear Ms. Gill:
 - To Whom It May Concern:
6. Body: Type your paragraphs. Press your ENTER key two times between paragraphs.
7. 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.
 - Best regards,
 - Cordially,
 - Regards,
 - Sincerely yours,
 - Sincerely,
 - Thank you,
 - Yours truly,
8. 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



Enclosure

