

Cayla Davenport

Professor Schilling

12/08/10

Writing/Social Studies-

Academic Standard(s): 3.2.7 Roles of Citizens: Use a variety of information resources to gather information about local, state, and regional leaders and civic issues.

Performance Objectives:

Students will use a variety of resources to collect information on a local, state, or regional leader to use in writing a formal letter to the chosen leader and score at least 18 on the rubric.

Students will form one high-level question related to the information previously found on the leader, to end their letter.

Advanced Preparation by Teacher:

- 1) Have an example of a correctly written formal letter.

Vancouver Manufacturing
9102 NW 99th Street, Vancouver, Washington 98665
(800) 555-1212 – www.example.com

September 25, 2005

Mr. John Taylor
Director of Operations
ABC Corporation
100 E Main Street
Vancouver, WA 98685

Dear Mr. Taylor:

As our new letterhead indicates, we have recently changed the name of our business from Fort Vancouver Manufacturing to Vancouver Manufacturing.

There has been no change in management and we will be providing the same products and fine service on which we have built our reputation in the industry. We would appreciate it if you would bring this announcement to the attention of your accounts payable department and direct them accordingly.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Al Olsen
President, Vancouver Manufacturing

Lesson Plan:

- 1) Show an example of a correctly written formal letter and explain the necessary components of a formal letter.
- 2) Explain dependable resources and that you should credit where you got the information.
- 3) Have students pick a leader from local, state, and regional levels to turn into the teacher for approval.

- 4) Once the student has been assigned a leader from local, state, or regional levels, then he/she should gather research on that person to include in their letter/question. (Bloom-Application)
- 5) The students should then write a draft of their letter. (Gardner- Verbal-Linguistic)
- 6) The final draft of the letter should include: why the student chose to write to that person, their favorite thing they found on that person, and a high-level question directed to that person that is relevant.

Assessment: Students will turn in their three choices of leaders. Then students will turn in a draft of their formal letter which should follow the formal format and be approximately half a page. The students should then turn in their final draft of their letter that follows the formal format and include: why the student chose to write to that person, their favorite thing they found on that person, and a high-level question directed to that person that is relevant, and be approximately half a page long.

Letter-Writing : Formal Letter

Teacher Name: **Ms. Davenport**

Student Name: _____

CATEGORY	4	3	2	1
Neatness	Letter is typed, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with pride.	Letter is neatly hand-written, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with care.	Letter is typed and is crumpled or slightly stained. It may have 1-2 distracting error corrections. It was done with some care.	Letter is typed and looks like it had been shoved in a pocket or locker. It may have several distracting error corrections. It looks like it was done in a hurry or stored improperly.
Sentences & Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Format	Complies with all the requirements for a formal letter.	Complies with almost all the requirements for a formal letter.	Complies with several of the requirements for a formal letter.	Complies with less than 75% of the requirements for a formal letter.
Salutation and Closing	Salutation and closing have no errors in capitalization and punctuation.	Salutation and closing have 1-2 errors in capitalization and punctuation.	Salutation and closing have 3 or more errors in capitalization and punctuation.	Salutation and/or closing are missing.
Content Accuracy	The letter contains at least 5 accurate facts about the topic.	The letter contains 3-4 accurate facts about the topic.	The letter contains 1-2 accurate facts about the topic.	The letter contains no accurate facts about the topic.
Length	The letter is 10 or more sentences.	The letter is 8-9 sentences.	The letter is 5-7 sentences.	The letter is less than 5 sentences.

