

The Business Letter

For this assignment you will be writing a business letter. Most people your age don't write or receive business letters, but they still exist, and it's useful to understand the purpose and tone of a formal communication. A business letter is not like a letter to a friend; it's a formal letter that follows a specific format, and you'll be expected to adhere to that format. It's rather like a memo. Most people send emails (or even texts and tweets), but when you become CEO of a major corporation or you need to send an official letter of complaint about something, knowing these forms really come in handy!

Topic Selection

You should select someone who is in the public eye. The following are examples of acceptable considerations:

- politicians
- musicians
- actors
- authors
- athletes
- business executives

Your person must be alive and must be approved by me. Individuals who are incarcerated, suspected terrorists, pornography stars, and others of that ilk are not viable options. **Please focus on individuals who have contributed to society in some positive way.**

Essentials

Here is everything we will cover for this assignment. Some of these steps are worth additional points, so don't miss the deadlines!

- Bring in 3 names of people you might want to write to
- Review sample letter
- Rough draft workshop. Bring an electronic copy of your typed, fully formatted draft to class for peer review (**10 points**).
- Final draft due. Bring two **PRINTED** copies of your final letter to class (one to send and one for me to grade).
- Learn how to print an envelope.

For due dates, visit the website.

Paper Specifications

Your letter should be one page long. It must follow the format of a standard business letter as set forth in class: 12 point Times font, standard margins, single spaced, flush left, double space between paragraphs.

Extra Credit

If you get a response from your letter, you will receive an additional 5 points. If you get the name of the person's favorite book, or a book they are currently reading, you will get 5 more points.