**Correspondence Final Project**

**Directions:** You will compose **four letters to four different people**. You may choose from the fifteen prompts listed below. **You must do at least one of each of the three types of letters we have studied in this unit.**

**Length and Specifications:** Each letter should be approx. 3/4 of a **written** page. (exception the thank you letter)

**Intent:** You should make an effort to address the recipient in language that fits your **relationship.** For example, aletter to a friend will certainly be more casual than a letter to a company. You should also write the letter as if you would send it to that person, so you want to discuss topics that really pertain to that relationship.

**Hint:** Make it interesting!! As much as possible, I want you to use the real names. I shall not break any confidences, nor will I display them in the room.

**Evaluation:** You will be marked based on the letter writing rubrics included with this project. You will do a self-evaluation by filling out the rubric yourself for two of your letters. I will also be marking them using the rubric. Friendly letters and thank you letters will use the same rubric.

**Correspondence Project Prompts**

Remember that you must decide which format (business, friendly or thank you) is most appropriate for the four letters that you write.

1. Write a letter in response to a job opening posted in the newspaper. For grading purposes only, tape the job advertisement to the back of the letter (you would not need to do that for an actual letter of application).
2. Two months ago, you ordered a one-year subscription to a magazine and enclosed a check for $24.00. You have received no response and no magazines. The check has not cleared the bank. Write a letter to the magazine explaining the problem and stating what action you would like the magazine to take.
3. You have received an overdue notice from the library regarding a book that you know you returned. Write a letter explaining the error and providing evidence to support that you returned the book.
4. A relative has just sent you a gift that you have always dreamed of receiving. Write a thank you letter that expresses your gratitude for the gift. Be sure to explain why you like it so much and what you intend to do with it.
5. Write to a friend who used to live in your neighborhood or go to your school. Tell your friend about the things that have happened or changed since you last saw each other.
6. Write a letter of apology to someone. Explain your actions and the reason for making the apology.
7. Write a cover letter for a scholarship application. Include information about yourself, how you will use the scholarship, and your appreciation for the opportunity to apply.
8. Write a letter to a person that has made a difference in your life. Specifically state what the person did that had an impact on you and why the action has had a lasting effect.
9. Write a letter of invitation for a specific event. Include detailed information about the event—the occasion, time, place, and any other information that prospective guests need to know.
10. Write a letter of complaint to a business that has disappointed you. Explain what dissatisfied you about the product or service offered by that company and what you expect the company to do to remedy the situation.
11. Write a thank you letter to someone who has done something nice for you lately. Describe the impact the act of kindness has had on your life.
12. Write to an elected official explaining your position on a public issue. Include support for your position, and request a response.
13. Write a letter to an adult family member requesting permission for a privilege you feel you have earned. Explain your request completely, and offer support for your argument.
14. A friend that you haven’t talked to recently has had a death in the family. Write a letter of condolence expressing your sympathy and support.
15. Write a letter complimenting a business or company for its outstanding services or products. Be specific about what you like, and give details on your positive experience with the company.

Rubric for Business Letter Writing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | weight | 4 – Exemplary | 3 – Accomplished | 2 – Developing | 1 – Beginning |
| **Organization** | 25% | * Accurately uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) | * Mostly uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) | * Some noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) | * Several noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) |
| **Content** | 25% | * Letter clearly states the purpose * Appropriate explanations or facts used to support the main idea * Easy to follow * Tone is appropriate for intended audience | * Letter clearly states the purpose * Some explanations or facts used to support the main idea * Somewhat hard to follow * Tone is generally appropriate for intended audience | * Purpose of letter is unclear * More explanations or facts need to be used to support the main idea * Hard to follow * Tone is too formal or too informal for intended audience | * Purpose of letter is unclear * Main idea is not supported by explanations or facts * Letter rambles; hard to follow or understand * Tone is inappropriate for intended audience |
| **Appearance** | 25% | * Typed, using correct spacing, font, and format | * Letter typed with few problems in spacing, font, or format | * Letter typed with frequent problems in spacing, font, or format | * Letter not typed; wrong format used and hard to read |
| **Language Usage** | 25% | * Accurate use of punctuation and grammar * No spelling errors | * One or two mistakes with punctuation or grammar * One or two spelling errors | * More than two mistakes in punctuation or grammar * More than two spelling errors | * Incorrect use throughout the letter of punctuation or grammar * Frequent spelling errors distract from letter |

Assignment Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 16