Important Concepts . . .

Preview Review

Language Arts Grade 7 TEACHER KEY

W3 - Lesson 3: Letters

V5-07

Important Concepts of Grade 7 Language Arts

W1 - Lesson 1 ..... Communication Skills
W1 - Lesson 2 ..... Sentence Structure
W1 - Lesson 3 ..... Punctuation Skills
W1 - Lesson 4 ..... Writing Paragraphs
W1 - Quiz
W2 - Lesson 1 ..... What's a Short Story?
W2 - Lesson 2 ..... Short Story Analysis
W2 - Lesson 3 ..... Literary Techniques
W2 - Lesson 4 ..... Essays
W2 - Quiz
W3 - Lesson 1 ..... Poetic Structure
W3 - Lesson 2 ..... Forms of Poetry
W3 - Lesson 3 ..... Letters
W3 - Lesson 4 ..... Writing Poetry About Letters
W3 - Quiz

Materials Required

Textbooks

ResourceLines 7/8

SightLines 7

Language Arts Grade 7
Version 5
Preview/Review W3 - Lesson 3 Teacher Key

Publisher: Alberta Distance Learning Centre
Author: Sandra Baker
In-House Teacher: Connie Stasiuk and James Tapankov

Project Coordinator: Dennis McCarthy
Preview/Review Publishing Coordinating Team: Nina Johnson, Laura Renkema, and Donna Silgard

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Preview/Review Concepts for Grade Seven Language Arts

TEACHER KEY

W3 - Lesson 3:
Letters

OUTLINE

By the end of this lesson, you should

- recognize full block (formal, business) letter format and use
- recognize semi-block (informal, personal) letter format and use
- understand the purpose of a letter to the editor
- construct a business letter, expressing an opinion

GLOSSARY

Refer to *ResourceLines 7/8*

body – includes details; usually 3 paragraphs - introduction, second with more details, third with summarizing comments indicating action desired or solution

business letter format – formal, full-block or semi-block

closing – *yours truly* or *sincerely* in a business letter; writer's choice in a personal letter

enclosure – indicates that another document is included with letter

greeting or salutation – *Dear ...* name of recipient followed by colon (:) in a formal letter or a comma (,) in a personal letter

heading – contains sender's address and the date

inside address – contains address of recipient of letter

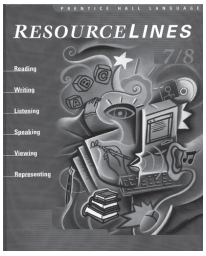
personal letter format – informal, casual format (page 100)

persuade – expressing opinion in a manner that convinces others to accept it (pages 103 to 105)

W3 - Lesson 3: Letters

One form of communication with which everyone should be familiar is the letter. Although telephones and e-mail make the writing of personal or "friendly" letters less common than it used to be, all are required to write business letters at least occasionally.

Probably the most common type of business letter is the letter of application or cover letter written when applying for a job. Knowing how to write a correctly formatted and clearly expressed letter is essential. Another purpose for a business letter is to express one's opinion on a subject, as in a letter to the editor.



Pages 100 and 101 of *ResourceLines 7/8* show sample formats for both personal and business letters. Note the similarities and differences in format between the two letters.

What do they have in common?

Salutation, body, closing, envelope format

What is different? ***Business letter includes more detailed info about sender/receiver location; language is more formal, less familiar, formal titles given ("Public Relations Officer")***

Read pages 103 to 105 for some tips on "Writing to Persuade".

Television provides a great amount of advertising, but it can also affect our lives in other ways. Pages 140 and 141 in *SightLines 7* contain three poems that discuss ways in which we are affected by television. For each poem, write a sentence that expresses the poet's thoughts about television and how it affects us.

Activity 1 *Answers will vary.*

"The Forecast" by Dan Jaffe (page 140)

I think the poet is saying _____

_____

_____

"The Disaster" by Bruce Bennett (page 141)

I think the poet is saying _____

_____

_____

"Neighbours" by Ieva Grants (page 141)

I think the poet is saying _____

_____

_____

Now, decide whether you agree or disagree with these ideas. (Circle the perspective chosen.)

I agree I disagree

List 3 points or ideas that support your point of view. Express to your audience why you agree or disagree.

My ideas on this topic:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Activity 2

Sharing your opinion with others allows your "voice" to be heard and helps improve communication skills. For this activity, your audience is an editor of a newspaper and, therefore, all the readers. You will write a formal letter to the editor. Fill the required information in the appropriate spaces indicated by the full block format supplied.

Follow the guidelines given in *ResourceLines 7/8* and use correct business letter format. Use the space on the next page for the rough draft of the body of your letter. Write the final draft (finished copy) of your letter in the space provided on the following page. To evaluate your letter see the rubric "Expectations for a letter to the Editor" on page 7 of this booklet.

Rough Draft

Final Draft

Format for Full Block Business Letter

456 Moon Street
Anytown AB B4U 1B4 *Heading*
June 19, 2003
Leave 4 blank lines (1 line if the letter is handwritten).

Ms. Words, Editor
Northern Star *Inside Address*
789 News Avenue
Anytown AB C2U 4J2
Leave 4 blank lines (1 line if the letter is handwritten).

Dear Madam: *Greeting or Saluation*
Leave 1 blank line.
I am writing _____ about _____.
Introduction *Body.*
(*Single space. Leave one line between paragraphs.)*

Second paragraph - supporting details to explain or develop.

More details if needed.

Summarizing comments.

What I want done. Solution.

Information required (if applicable) so recipient can complete or respond to request or comment.

Leave 1 blank line.
Yours truly, *Closing or Complimentary Close*

Phil York *Signature*
Phil York *Name (and title if applicable)*

encl. *Notation*

Expectations for a Letter to the Editor

Possible	Content	Writing Skills	Form
Excellent	• provides convincing argument • considers target audience • organizes information effectively	• controls tone through deliberate choices of words and sentences • creates a document free of errors in mechanics	• uses business letter form accurately • presents a polished document
Satisfactory	• provides appropriate information • considers target audience to some extent • organizes information appropriately	• controls tone through choices of words and sentences • creates a document almost free of errors in mechanics	• uses business letter form accurately
Limited	• provides insufficient information • does not consider target audience • organizes information poorly	• controls tone through choices of words and sentences • creates a document with many errors in mechanics	• uses business letter form inaccurately

LEARNING LOG

Reflect on and record your learning process for this lesson.

(Note: Students' answers will match their experience with the lesson.)

What do I know about writing to persuade?

Answers will vary.

What do I know about writing a business letter?

Answers will vary.

How might these skills help me in the future?

Answers will vary.

You should now be able to meet all the objectives listed at the beginning of the lesson. Go through the list and see if there is anything you need to spend more time on.

Teacher's Comments: _____

_____

_____

_____

_____

_____

_____

_____