

*Important Concepts . . .*

# **Preview Review**



*Language Arts*

*Grade 7*

***W3 - Lesson 3: Letters***

Important Concepts of Grade 7 Language Arts	Materials Required
W1 - Lesson 1 ..... Communication Skills	Textbooks
W1 - Lesson 2 ..... Sentence Structure	<i>ResourceLines 7/8</i>
W1 - Lesson 3 ..... Punctuation Skills	
W1 - Lesson 4 ..... Writing Paragraphs	
<b>W1 - Quiz</b>	<i>SightLines 7</i>
W2 - Lesson 1 ..... What's a Short Story?	
W2 - Lesson 2 ..... Short Story Analysis	
W2 - Lesson 3 ..... Literary Techniques	
W2 - Lesson 4 ..... Essays	
<b>W2 - Quiz</b>	
W3 - Lesson 1 ..... Poetic Structure	
W3 - Lesson 2 ..... Forms of Poetry	
W3 - Lesson 3 ..... Letters	
W3 - Lesson 4 ..... Writing Poetry About Letters	
<b>W3 - Quiz</b>	

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

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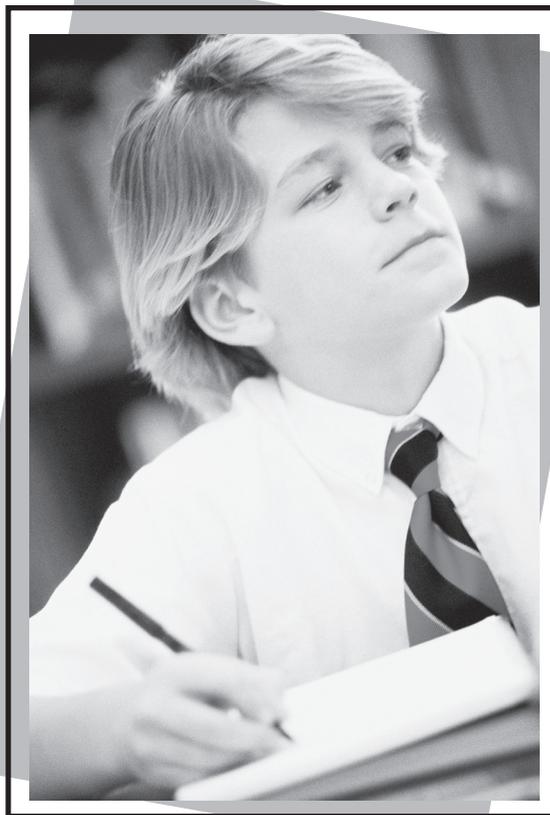
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# **Preview/Review Concepts for Grade Seven Language Arts**



***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)

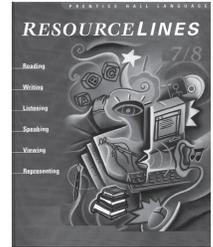
**persuade** – expressing opinion in a manner that convinces others to accept it (pages 103 to 105)

### 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?

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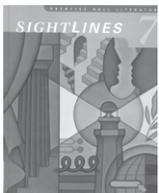
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What is different?

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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

“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: \_\_\_\_\_

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**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.





## 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	<ul style="list-style-type: none"> <li>• provides convincing argument</li> <li>• considers target audience</li> <li>• organizes information effectively</li> </ul>	<ul style="list-style-type: none"> <li>• controls tone through deliberate choices of words and sentences</li> <li>• creates a document free of errors in mechanics</li> </ul>	<ul style="list-style-type: none"> <li>• uses business letter form accurately</li> <li>• presents a polished document</li> </ul>
Satisfactory	<ul style="list-style-type: none"> <li>• provides appropriate information</li> <li>• considers target audience to some extent</li> <li>• organizes information appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• controls tone through choices of words and sentences</li> <li>• creates a document almost free of errors in mechanics</li> </ul>	<ul style="list-style-type: none"> <li>• uses business letter form accurately</li> </ul>
Limited	<ul style="list-style-type: none"> <li>• provides insufficient information</li> <li>• does not consider target audience</li> <li>• organizes information poorly</li> </ul>	<ul style="list-style-type: none"> <li>• controls tone through choices of words and sentences</li> <li>• creates a document with many errors in mechanics</li> </ul>	<ul style="list-style-type: none"> <li>• uses business letter form inaccurately</li> </ul>

## LEARNING LOG

Reflect on and record your learning process for this lesson.

What do I know about writing to persuade?

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What do I know about writing a business letter?

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How might these skills help me in the future?

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**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: \_\_\_\_\_

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