

*Important Concepts . . .*

# **Preview Review**



***Language Arts Grade 9 TEACHER KEY***

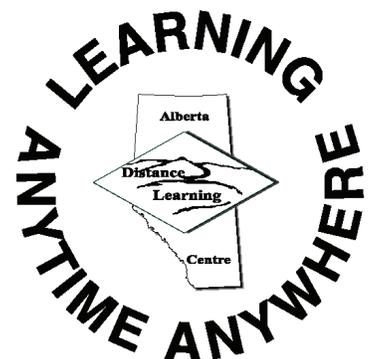
***W1 - Lesson 4: Business Letter  
Assignment***

Important Concepts of Grade 9 Language Arts	Materials Required
W1 - Lesson 1 .....Paragraph Structure	Textbooks
W1 - Lesson 2 ..... The Persuasive Paragraph	<i>ResourceLines 9 / 10</i>
W1 - Lesson 3 .....The Business Letter	
W1 - Lesson 4 ..... Business Letter Assignment	
W1 - Lesson 5 .....Paragraphs and Business Letters	<i>SightLines 9</i>
<b>W1 - Quiz</b>	
W2 - Lesson 1 ..... The Five-Paragraph Essay	
W2 - Lesson 2 ..... The Body of the Essay	
W2 - Lesson 3 ..... The Concluding Paragraph	
W2 - Lesson 4 .. Editing and Publishing Your Essay/Essay Review	
W2 - Lesson 5 ..... Five-Paragraph Essay Review	
<b>W2 - Quiz</b>	
W3 - Lesson 1 .....The Short Story	
W3 - Lesson 2 ..... More Story Elements/Planning Your Story	
W3 - Lesson 3 .....Story Building	
W3 - Lesson 4 .....Advanced Story Writing Techniques	
W3 - Lesson 5 ..... Short Story Review	
<b>W3 - Quiz</b>	

Language Arts Grade 9  
Version 5  
Preview/Review W1 - Lesson 4 TEACHER KEY

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# Preview/Review Concepts for Grade Nine Language Arts

## *TEACHER KEY*



*W1 - Lesson 4:  
Business Letter Assignment*

# OBJECTIVES

By the end of this lesson, you should

- edit a business letter, making corrections in tone, grammar, spelling, punctuation, and paragraphing
- have written a business letter using full block format
- have used an appropriate tone for your business letter
- have correctly addressed an envelope for your letter
- have proofread your letter for correct grammar, spelling, and punctuation

## GLOSSARY

Refer to *ResourceLines 9/10*

**audience** - person(s) reading the letter or message (pages 88 to 92)

**brainstorm** - process designed to generate new and creative ideas (pages 145 to 146, and 284)

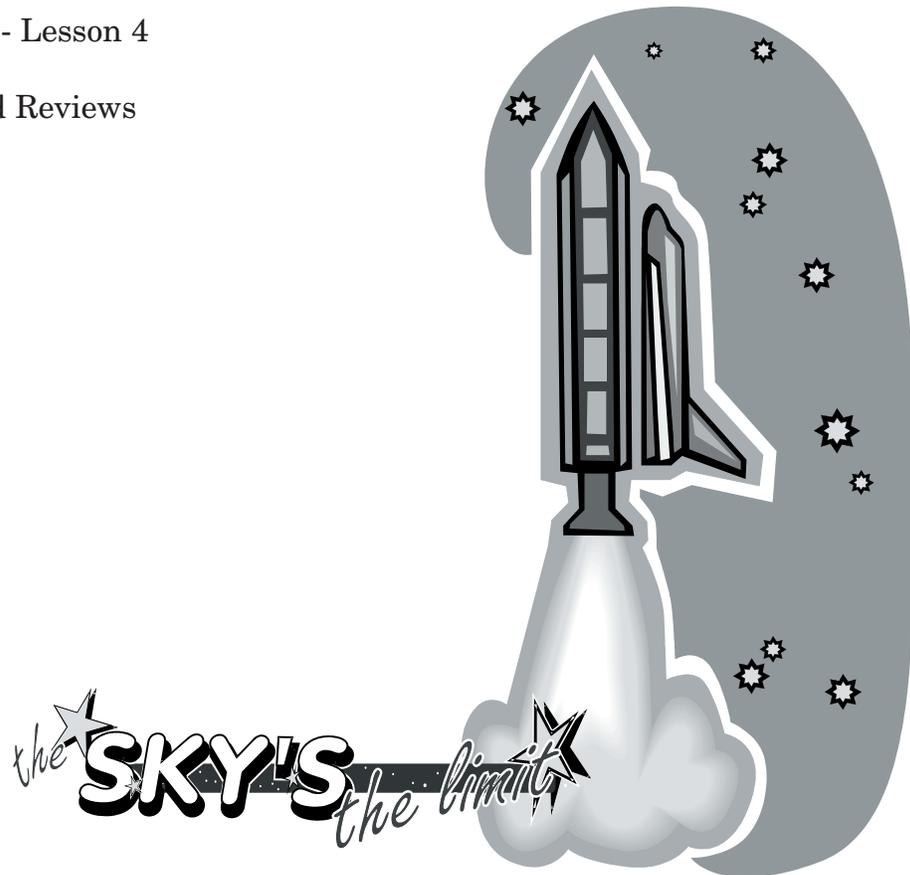
**editing** - process of checking and revising written material to ensure intention is clearly communicated (pages 84 to 85, 272, 274, and 305)

**purpose** - the outcome a writer wishes to attain (pages 88 to 92)

## Overview

This lesson contains the following topics and activities:

- Glossary
- Overview
- Review
- Proofreading and Editing
- Proofreading Checklist
- Learning Check 1: Editing a Business Letter
- Learning Check 2: Writing a Business Letter
- Learning Check 3: Writing an Envelope
- Summary of W1 - Lesson 4
- News, Clues, and Reviews



## Review

Today’s activities will incorporate the ideas you learned during this week. Review the first three lessons before beginning these activities.

## Proofreading and Editing

The person or persons who will read your writing are sometimes referred to as your *audience*. When you write, you must be sure to keep in mind your purpose (reason for writing) and audience. Think about Mark Twain’s letters from the previous lesson. His

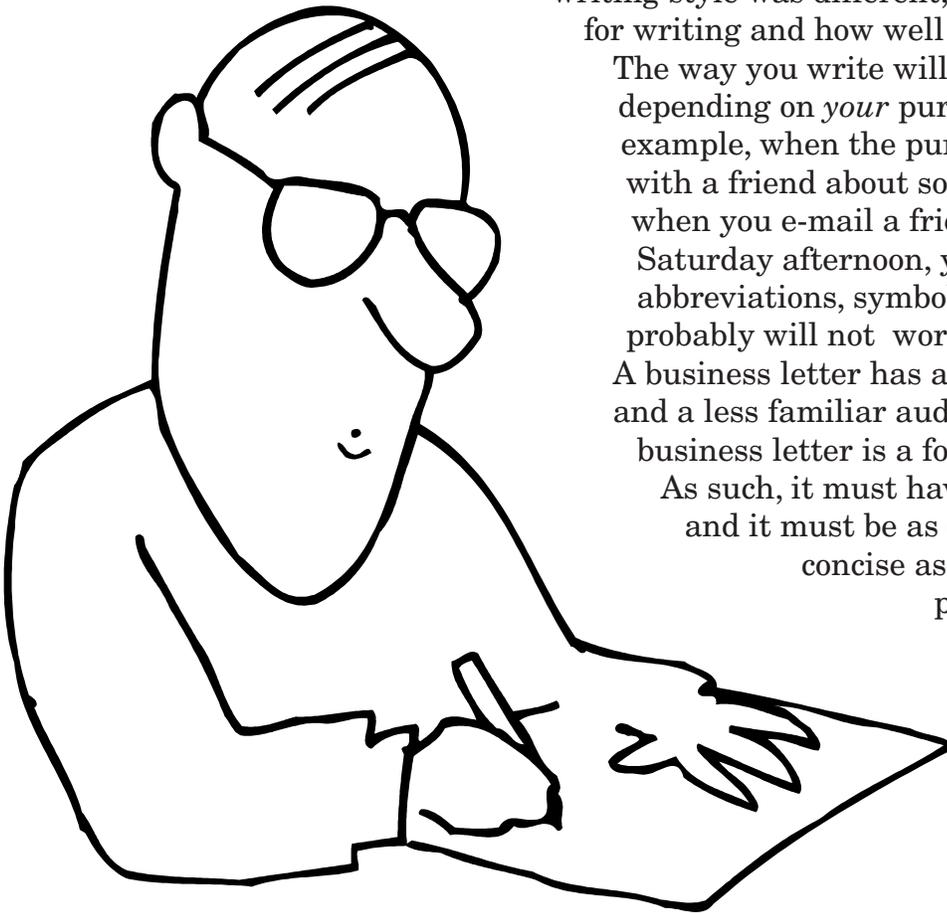
writing style was different, depending on his reason for writing and how well he knew the recipient.

The way you write will likewise be different depending on *your* purpose and audience. For example, when the purpose is to communicate with a friend about something fun, such as when you e-mail a friend to make plans for a Saturday afternoon, you might use Internet abbreviations, symbols, and slang. You probably will not worry much about mistakes.

A business letter has a more serious purpose and a less familiar audience. This is why a business letter is a formal piece of writing.

As such, it must have an appropriate tone, and it must be as correct, complete, and concise as possible. Therefore,

proofreading and editing  
(making changes and corrections)  
are important steps in writing a business letter to get the results you want.



Here is a proofreading checklist you can use to help you with proofreading and editing your own and other people’s business letters.

## Proofreading Checklist:

- \_\_\_\_\_ The inside address is complete and correctly formatted.
- \_\_\_\_\_ The heading is complete and correctly formatted.
- \_\_\_\_\_ The greeting is formal and uses correct punctuation.
- \_\_\_\_\_ The writer has stated his or her reason for writing in the first body paragraph.
- \_\_\_\_\_ The writer has used a persuasive tone.
- \_\_\_\_\_ The writer has stated the action he or she would like the recipient to take.
- \_\_\_\_\_ Paragraphing is correct with one main topic per paragraph.
- \_\_\_\_\_ The spacing of the letter is correct.
- \_\_\_\_\_ The writer has used full block format.
- \_\_\_\_\_ Every sentence begins with a capital letter and ends with a period, question mark, or exclamation point.
- \_\_\_\_\_ Every proper noun (name) begins with a capital letter.
- \_\_\_\_\_ Spelling is correct.
- \_\_\_\_\_ No words have been omitted.
- \_\_\_\_\_ The writer has used complete, correct sentences.
- \_\_\_\_\_ The sentences all make sense.
- \_\_\_\_\_ The writer has avoided slang, abbreviations, Internet symbols, and numbers written as numerals (except for dates and very long numbers).
- \_\_\_\_\_ The writer has included enough information for the reader to understand the situation fully.
- \_\_\_\_\_ The writer has not rambled nor included unnecessary information.

One thing I really like about this letter is

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One improvement the writer might make to this letter is

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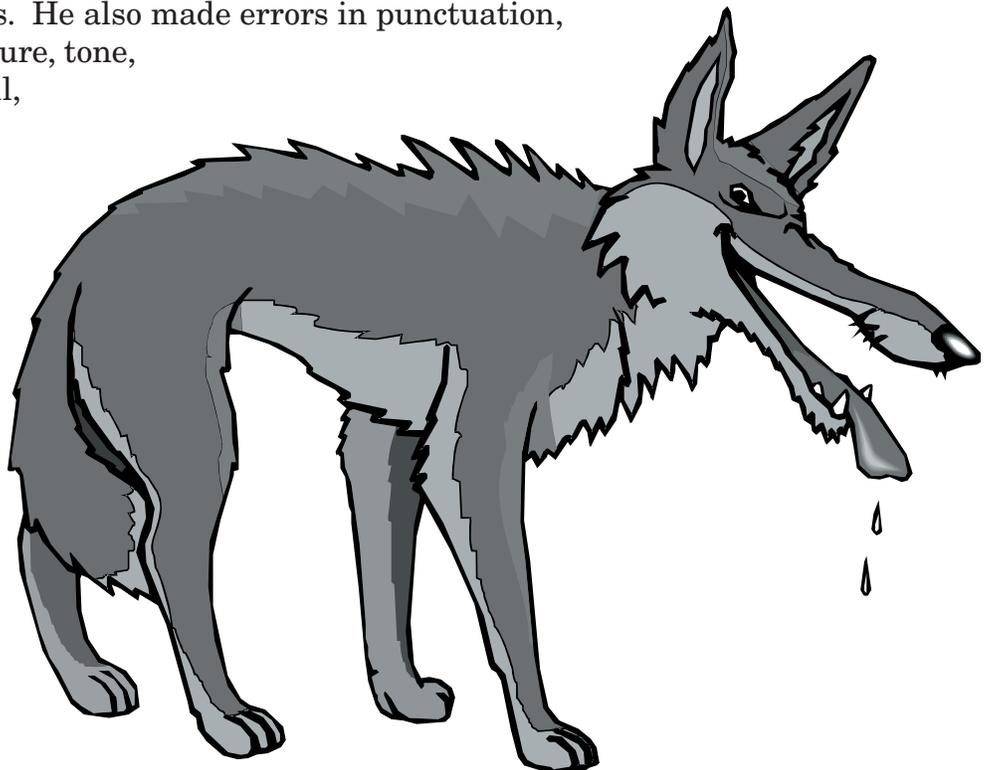
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### Learning Check 1: Editing a Business Letter

Before writing and editing your own letter, practice editing this sample letter, paying special attention to format and tone. Review the previous lesson if you have not already done so. Use the proofreading checklist to help you.

The writer of the following letter tried to use modified block format, but he made some errors. He also made errors in punctuation, spelling, sentence structure, tone, and paragraphing. In all, there are over thirty errors. See how many you can identify. Working on your own or with a partner (if you are in a classroom situation, your teacher will decide this), rewrite this letter in correct modified block format, correcting the errors as you write.



15 Roadrunner Way  
Toontown, Alberta, T0T 0H0  
March 22, 2004

Ms. Marjorie Warner, Personnel Director  
Acme Production Company  
45 Desert Avenue  
Toontown, Alberta T4T 0Y4

Dear Marjorie,

Hi! In response to ur ad in the Sat., March 20, 2004 edition of the Toontown Times, I want 2 apply 4 the position of Stunt Artist. I have awesome qualifications for this position. I have a diploma in Fine Arts from Toontown U, were I majored in Playing Villains and in Slapstick Stunting. In addition, I have 15 years of succesful experience in the anamation business. During that time, I have specialized in such stunts as falling from cliffs, being smashed by anvils or grand pianos. And being shot from cannons. Enclosed, please find my résumé, along with several still photographs from my anamated films. Please give me a jingle at 555-1212 or email me at cutiepatootie@toonnet.ca if u have any further questions or if you wish to arrange 4 an interview with me. Thanks for your time I look forward 2 hearing from u. :)

Cheers,

*Wile E. Coyote*

Wile E. Coyote

Encl.

Write the corrected letter here:

**15 Roadrunner Way  
Toontown, Alberta T0T 0H0  
March 22, 2004**

**Ms Marjorie Warner, Personnel Director  
Acme Production Company  
45 Desert Avenue  
Toontown, Alberta T4T 0Y4**

**Dear Ms Warner:**

***In response to your advertisement in the Saturday, March 20, 2004, edition of the Toontown Times, I would like to apply for the position of Stunt Artist.***

***I am well qualified for this position. I have a diploma in Fine Arts from Toontown University, where I majored in Playing Villains and in Slapstick Stunting. In addition, I have fifteen years of successful experience in the animation business. During that time, I have specialized in such stunts as falling from cliffs, being smashed by anvils or grand pianos, and being shot from cannons.***

***Enclosed please find my résumé along with several still photographs from my animated films.***

***Please call me at 555-1212 or e-mail me at [wecoyote@toonnet.ca](mailto:wecoyote@toonnet.ca) if you have any further questions or if you wish to arrange for an interview with me.***

***I look forward to hearing from you.***

***Yours truly,***

***Wile E. Coyote***

***Wile E. Coyote***

***Encl.***

## Learning Check 2: Writing a Business Letter

Write a business letter that contains at least one persuasive paragraph. The body of your letter should be at least three paragraphs long. Use full block format. Invent an address for the recipient of your letter, if you need to.

1. Write a letter to an entertainer persuading him or her to come to your area to perform for a special event (e.g. your birthday, Canada Day).
2. Write a covering letter applying for your dream job.

### Pairs Project

If you are in a classroom situation, your teacher may ask you to work in pairs. Each of you will write a letter, and then you will exchange letters and write a response to your partner's letter. You can use the above topics, or you can use the one below.

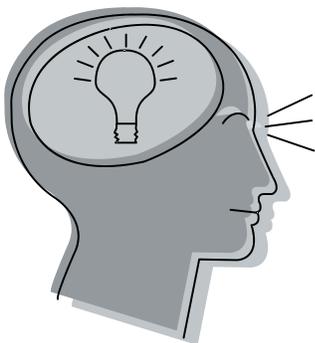


3. Write a letter to an advice columnist, asking for help with a problem. Then, exchange letters with a partner and write an answer to your partner from the columnist, including a persuasive paragraph that convinces the reader that this advice is good advice that should be followed.

Be as imaginative as you like with your letter. Have fun with it. It does not have to be realistic, but it must be appropriate in tone and appearance, and it must use proper paragraphing, including a persuasive paragraph in the body of the letter. In other words, your letter should show what you have learned about writing paragraphs and writing business letters.

### Step 1

Begin by prewriting. This means that you gather and organize your ideas. For example, brainstorm for reasons that will persuade the entertainer to perform, and then organize those ideas from weakest to strongest.



**Note:** Brainstorming means that you think of as many ideas as you can without stopping, usually for a specified period of time (e.g., two minutes). Do not stop to evaluate these ideas; just keep the ideas coming.

Use these lines to jot your ideas from your brainstorming:

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To organize your ideas, you may wish to group them using a thought map. The example below is a thought map that Wile E. Coyote might have used for his business letter:

Use this space to organize your ideas:



## Step 2

Next, prepare a rough draft of your letter.

Remember to begin by stating your reason for writing.

Next, write your persuasive paragraph, giving your reasons the entertainer should come or you should be hired.

Then, state the action you would like the reader to take. You may use a polite suggestion rather than a direct command. For example, you could give the reader information on how to contact you. You might also ask the reader to read your résumé or reply by a certain date to your invitation.







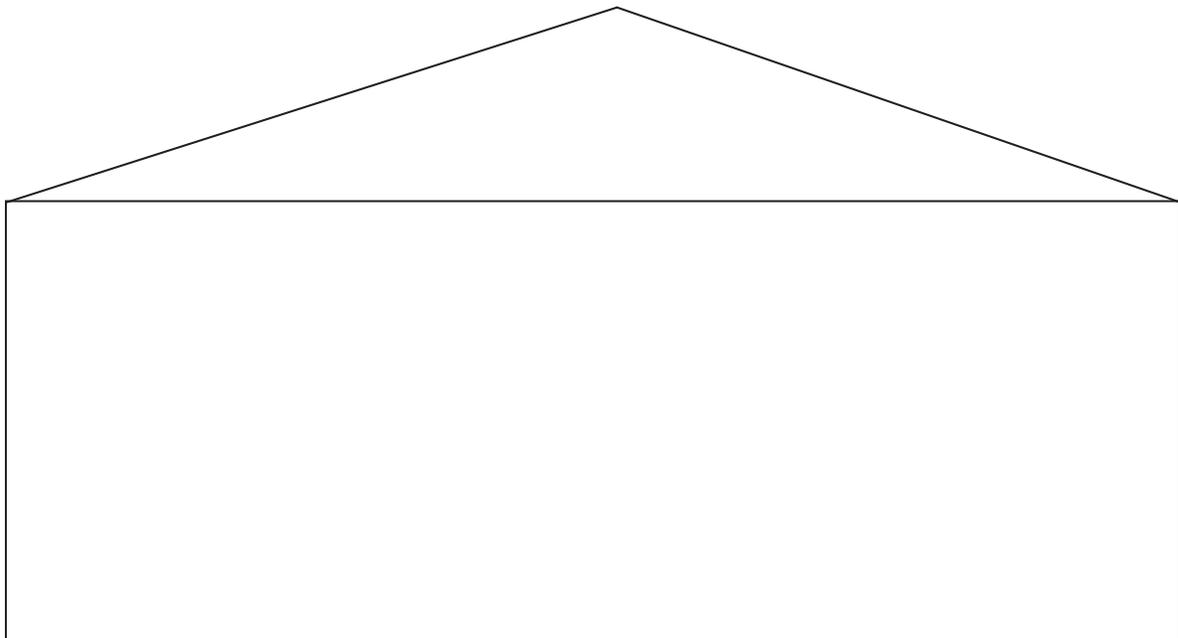
***Learning Checks 2 and 3:  
Write a Business Letter  
Write an Envelope***

*This assignment will be evaluated as follows.*

<i>Format</i>	<i>15</i>
<i>Tone</i>	<i>15</i>
<i>Mechanics</i>	<i>15</i>
<i>Paragraphing</i>	<i>15</i>
<i>Persuasive Techniques</i>	<i>15</i>
<i>Envelope</i>	<i>15</i>
<i>Total</i>	<i>130</i>

**Learning Check 3: Writing an Envelope**

Create a correctly formatted envelope for your business letter.



## Summary of W1 - Lesson 4

- Proofreading and editing are important parts of the writing process, especially for formal writing such as business letters.
- Check for errors in spelling, capitalization and punctuation.
- Be sure you have used an appropriate tone for your purpose and audience.

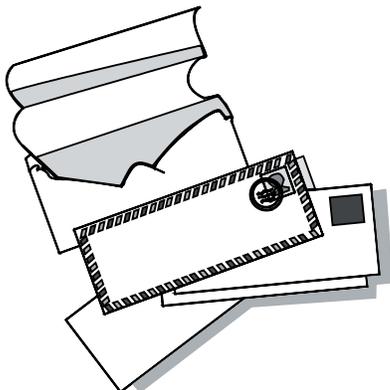
## News, Clues, and Reviews



### News

Extra! Extra! Here are three new ideas I learned in this lesson:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Clues

Here is a question or an example I thought of for each of the above ideas. When I thought of a question, I tried to find the answer, and I wrote it below the question:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Reviews

Use the notes you made on this page to help you review for tests.

