

Important Concepts . . .

Preview Review



Language Arts Grade 9 TEACHER KEY

***W1 - Lesson 5: Paragraphs and
Business Letters***

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

Language Arts Grade 9

Version 5

Preview/Review W1 - Lesson 5 TEACHER KEY

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Preview/Review Concepts for Grade Nine Language Arts

TEACHER KEY



***W1 - Lesson 5:
Paragraphs and Business Letters***

OBJECTIVES

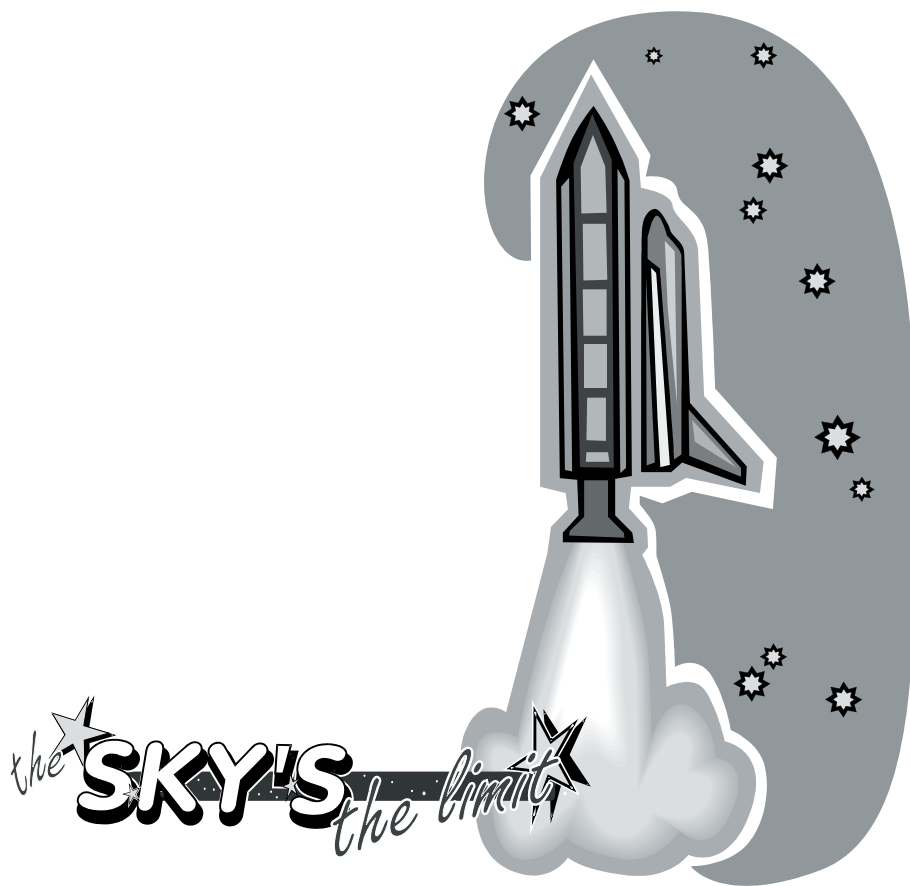
By the end of this lesson, you should

- have reviewed many of the terms and ideas you studied in the lessons on paragraphs and business letters
- successfully complete a quiz on paragraphs and business letters

Overview

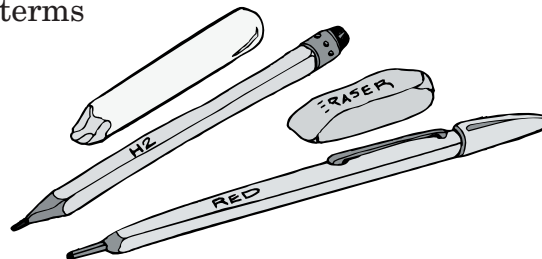
This lesson contains the following topics and activities:

- Overview
- Paragraphs and Business Letters Review Puzzle
- Summary of W1 - Lesson 5
- News, Clues, and Reviews



Paragraphs and Business Letters Review Puzzle

The following crossword puzzle contains many of the terms you learned in the lessons about paragraphs and business letters. Do the crossword puzzle as a review for the quiz. If you are in a classroom situation, your teacher may ask you to work in pairs or small groups to do this review. (A space is left between 2-word responses.)



Clues

Across:

- 1 A good paragraph has coherence, **unity**, and emphasis (CUE).
- 3 What punctuation mark should you use at the end of the complimentary close? **comma**
- 5 The business letter format where some sections of the letter are indented to about halfway across the page **modified** **block** (2 words)
- 7 *Yours truly*, is an example of a **complimentary** **close**. (2 words)
- 9 The recipient's name, title, company, and address appears in the **inside** **address** section of a business letter. (2 words)
- 10 A letter signed by Alice Faye and typed by James Arness would have the notation: **AF/ja**.
- 12 Another name for the salutation is **greeting**.
- 14 *Dear Mr. Magoo*: is an example of a **salutation**.
- 16 *Finally, it is important to get at least seven hours of sleep per night.* In the preceding sentence, which word is an example of a transition word? **finally**
- 17 The main idea of a paragraph is found in the **topic** **sentence**. (2 words)
- 18 The punctuation mark at the end of the salutation in a business letter is **colon**.
- 19 *If kids do not do well in school, they will probably be unsuccessful students.* is an example of a **circular** argument.
- 20 The sender's address and the date appears in the **heading** section of a business letter.

Down:

- 2 The main idea of a piece of persuasive writing or the point you are trying to prove is **thesis**.
- 3 A memorable statement, used to end a paragraph is a **clincher**.
- 4 A paragraph should end with a **concluding** **sentence**. (2 words)
- 6 *Encl.* at the bottom of a letter is an example of a **notation**.
- 8 The part of a paragraph or a letter that contains the information, examples, reasons, or other details is the **body**.
- 11 The number of spaces or blank lines between the heading and the inner address in a business letter is **four**.
- 13 A word often used in the complimentary close section of a business letter is **sincerely**.
- 15 You can support an argument by telling a personal story, also known as an **anecdote**.

Summary of W1 - Lesson 5

By now, you should have learned to write effective paragraphs and correct, formal business letters. Hopefully, you had some fun at the same time.

News, Clues, and Reviews

You did not learn new ideas in this lesson. Instead, think about what you have learned in this unit. What are the three most important or most interesting things you learned?

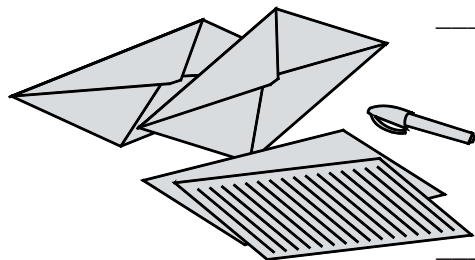


1. _____

2. _____

3. _____

In what way are you likely to use what you have learned in the future?



You will now write a quiz on what you have learned in the last five lessons.

