

LETTER—BUSINESS

Top Margin: 2"
Side Margins: 1"

Company Letterhead

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing lines begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx

Block Letter Grade Rubrics

Letter One: Page 133

CATEGORY	4	3	2	1
Format	Complies with all the requirements for a business letter. 100%	Complies with almost all the requirements for a business letter. >75%	Complies with several of the requirements for a business letter. >50%	Complies with less than 50% of the requirements for a business letter.
Salutation and Closing	Salutation and closing have no errors in capitalization and punctuation.	Salutation and closing have 1-2 errors in capitalization and punctuation.	Salutation and closing have 3 or more errors in capitalization and punctuation.	Salutation and/or closing are missing.
Sentences & Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well-constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Grammar & spelling	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Capitalization and Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation

Total Points _____/20



LESSON 53

Block Letter Mastery

Objectives:

1. To improve skill on rough-draft copy.
2. To demonstrate mastery of correspondence formatting.

53A • 5 Conditioning Practice

each line twice SS; then a 1' writing on line 3; find *gwam*

alphabet 1 Belva had quickly won top seed for the next games in Juarez.
 fig/sym 2 My income tax for 1996 was \$4,870.62--up 3% over 1995's tax.
 speed 3 Shana may make a bid for the antique bottle for the auditor.
gwam 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

53B • 10 Skill Building

1. Key two 1' writings on the ¶; find *gwam* on each.
2. Key two 2' writings on the ¶; find *gwam* on each.

gwam 1' 2'

As you learn to ^{key,} type, there ^{is} a time to work for speed 11 5
 and a time to ^{# work} go for accuracy. Throughout ^{During} the early weeks, 22 11
 technique--not speed, not ^{major} accuracy--is the ^{major} main goal. Next, 35 17
 speed through improved techniques be ^{thrust} comes the primary ^{focus} focus 47 24
 for a time. When you begin ^a learning to ^{process} format documents, though, 60 30
 accuracy of your ^a copy (with ^r errors corrected) is emphasized. 71 36

FORMATTING

53C • 35 Correspondence in Block Format

Document 1

Key the copy as a simplified memo, all errors corrected.

November 18, ---- 4
 Adele Kliemens, Social Studies 10
 STUDENT BEHAVIOR 13

Thank you for reporting the unpleasant incident you observed 25
 at one of our recent athletic events. 33

This incident has been reviewed by officers of the Student 45
 Council and by school administrators. The three students 57
 involved have been identified and disciplined. We have also 69
 set up procedures that we believe will prevent such incidents 81
 from happening again. 86

The behavior of our students is of great importance to us, 98
 not only for the image of our school but also as evidence 109
 that our boys and girls are, through our help, growing into 121
 well-behaved young men and women. Thank you for helping us 133
 achieve our goal. 137

Lenore M. Fielding, Principal 142

Block Letter Grade Rubrics

Letter Two: Page 134

CATEGORY	4	3	2	1
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Capitalization and Punctuation	Writer makes no errors in capitalization and punctuation.	Writer makes 1-2 errors in capitalization and punctuation.	Writer makes 3-4 errors in capitalization and punctuation.	Writer makes more than 4 errors in capitalization and punctuation

Total Points _____/20



Document 2

Key the copy as a business letter, block format, all errors corrected.

words

November 23, ---- | Miss Evangeline Norcross | 666 Walnut St. | 12
 Des Moines, IA 50309-2661 | Dear Miss Norcross 21

Going places? You will go twice as far in the new Gondola 2000 Compact. 35
 Yes, one gallon of gasoline will take you 40 miles or more, even in city 50
 driving. And you'll do it in "smooth as silk" comfort. 61

Going places? You will have money to spend if you invest in the best buy 76
 of all compacts--the Gondola 2000. The price is only \$11,995. You'll 90
 have more money to spend, too, because the new Gondola 2000 is really 104
 a miser with gasoline on the open road. 113

Going places? Then go right to the nearest mailbox with the enclosed 127
 postal card. Just indicate the most convenient time for your free-trial 141
 demonstration. The supply of new Gondola 2000 Compacts is going fast, 155
 so you'd better hurry. 160

Sincerely yours | Han Song Ki, Sales Manager | wh | Enclosure 171

Document 3

Key the copy as a personal-business letter, all errors corrected.

Document 4

If time permits, reformat or key Document 1 as a standard memo, all errors corrected.

Note: See p. A16 for R & E activities for this unit.

7706 Circle Dr. / St. Louis, MO 63121-4583 / 8
 November 23, ---- / 12

Dr. Yolanda M. Flores / Director of Admissions / 21
 LaRhonde School of Music / 1035 Bellevue 29
 Ave. / St. Louis, MO 63121-2758 / Dear Dr. Flores 38

Please send me an application form for admission to the 49
 LaRhonde School of Music. I am to be graduated in June and 61
 hope to enter college in September. 68

I shall appreciate information about scholarships that are 80
 available and the procedure to follow in applying for one. 92
 If I am to enter college in September, as I earnestly hope 105
 to do, some financial aid is needed. 112

If an audition is required, when should I plan to come to 123
 campus and what records should I bring with me? 133

Sincerely yours / Evalee Moore 138