

Lesson Plan Business Letters

Instructor:

Nan Hammerschmidt, Jani DeVries, Eileen McGurn

Date:

June 25, 2013

Course Title:

BAMM 2 / Advanced Business Project

Specific Topic:

Business writing

Reading Assignment:

Effective business letters: Cover Letter

Performance Objectives:

After completion of the lesson, students will be able to:

1. Find models/examples/templates of professional business letters
2. Use resources to support business writing
3. Edit writing for content, format, grammar and spelling
4. Produce professional quality business letters

Standards: CTE & CCSS

W.1 Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

b. Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level, concerns, values, and possible biases.

c. Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.

W.2 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.

b. Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic.

e. Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.

W.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

W.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and over-reliance on any one source and following a standard format for citation.

Business Letter Lesson Plans

LL Leslie



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AskERIC Lesson Plans: The Business Letter , Features the lesson plan The Business Letter provided by the Educational Resources Information Center ERIC of the National Library of Education The goal of the lesson plan is to teach students how to write a business letter Discusses the grade levels materials needed objectives and procedures *Lesson Plans & Assessments for the California Writing Standards* ,1999 **Daily Lesson Plans for Teaching Gregg Shorthand by the Sentence Method** Meyer E. Zinman,Roslyn E. Strelsin,Elizabeth Friend Weitz,1934 Preparing to Prepare Joseph A. Bailey, II,2005 If game day is played in the stadium and preparation is done on the practice field then Preparing To Prepare is what is done in the locker room to properly get ready for both In other words Preparing To Prepare is like the underground foundation of a skyscraper building and the base upon which that foundation rests This foundation and base are required regardless of what career a child enters as well as in having good relations with and behaviors towards other people

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