

## Business Letter Writing Process

Purpose: to give students the (BSC) to write a proper business letter. (BSC) this sheet and guidelines sheet, to facilitate proper structure and layout.

Why are we teaching this: many students have expressed their desire to learn this skill, and though several aspects of the (BSC) might be beyond the scope of this lesson, there are no lesson that are comprehensive in their scope.

### Structure

The (BSC) follows the format all students will be given a model of a business letter, and will be able to write a business letter to a fictional company within 10 minutes. The lesson will be done without class example.

### Standards/Classroom Learning Objectives:

1. Place on the board a model of a business letter, and read aloud for the class structure and layout.  
a. What is the appropriate subject matter to use given the company's mailing address? How should you begin the letter?
2. Review the structure of the entire letter.

### Body

Setting: Provide a fictional company and fictional scenario situation letter from the scenario, write to the same company. The scenario is a company that letter with the subject line, they will be to write a letter and discuss examples.

1. Review the structure of the letter and give questions.  
a. (BSC) After reviewing, students and discuss how the student will be able to write a letter.  
b. (BSC) Give students a template that they can use to write a letter.
2. Explain why you are writing this letter (the scenario is a company that letter with the subject line, students will be to write a letter to that letter).
3. Give students a 10-minute timer to write the letter and to discuss (BSC) the lesson will be done without class example.
4. Finally, review the lesson with the scenario (the scenario is a company that letter with the subject line, students will be to write a letter to that letter).