

Gaudet Middle School

Grade 7 to Grade 8 ~ Summer Reading Assignment

Business Letter Format

Parts of a Business Letter	Directions: Write a business letter to your teacher. Follow the format outlined below and graphically presented on the reverse of this sheet.
1.Heading	Heading includes your address and the date. Write the heading at least one inch from the top of the page at the left hand margin.
2.Inside address	The inside address includes the name and address of the person or organization you are writing to. If the person has a title, be sure to include it. (If the title is short, include it on the same line as the name. If the title is long, write it on the next line.)
3.Salutation	The salutation is the greeting. Always put a colon after the salutation. If you know the person's name, use it in your greeting. If you do not know the name of the person who will read your letter, use a salutation like one of these: <i>Dear Store Owner: Dear Sir or Madam: Dear Madison Soccer Club:</i>
4. Body	<p>The body is the main part of the letter. Do not indent the paragraphs in your letter; instead skip a line after each one.</p> <p>The body of your letter will contain five paragraphs:</p> <p>Paragraph One: Tell who you are (an eighth grade student at Gaudet Middle School, Middletown, RI). Tell the title of the book you are reading, the genre, and the author. Tell your purpose (to demonstrate my understanding of, to reflect upon, and to show evidence of having read the book).</p> <p>Paragraph Two: Give a summary of the story.</p> <p>Paragraph Three: Focus on a literary element (plot; setting; conflict- man versus man, man versus himself, man versus society, man versus nature; theme – lesson taught/learned; protagonist – good guy; antagonist – bad guy; rising action; resolution) and explain how the author handled this element.</p> <p>Paragraph Four: Tell how your feelings and the feelings of a character in your book are alike. Tell how they are different. <i>OR</i>...Tell how the story changed your thinking; or show how it validated or affirmed your thinking.</p> <p>Paragraph Five: Provide a conclusion that includes a prediction and a recommendation.</p>
5.Closing	The closing comes after the body. Use <i>Yours truly</i> , or, <i>Sincerely</i> , to close a business letter. Capitalize only the first word of the closing and put a comma after the closing.
6.Signature	The signature ends the letter. If you are using a computer, leave four spaces after the closing; then type your name. Write your signature in the space between the closing and the typed name.

1

20 Your Street
Middletown, RI 02842
September 7, 2010

2

Mrs. Anna Kibble or Mrs. Judith Crowley
Gardet Middle School
113 Aquidneck Avenue
Middletown, RI 02842

} Four to Seven Spaces

3

Dear Mrs. _____:

} Double Space

} Double Space

4

} Double Space

} Double Space

} Double Space

} Double Space

5

Sincerely,

} Double Space

6

Your Signature
Typed Name

} Four Spaces