

LESSON PLAN

Subject: Information Processing 10

Materials/Aids Required: sample letters, handouts on personal-business letters and personal letters, similarities and differences chart

Unit	Module 8: Introductory Word Processing and Formatting
Topic	Personal and Personal-Business Letter
Content	8.6 Distinguish between the personal-business letter and the personal letter, recognizing the difference while composing and formatting the personal letter.

<p>Objectives:</p> <ol style="list-style-type: none"> 1.) After examining a personal letter and a personal-business letter, SWBAT list at least 3 similarities and 3 differences between the two letters. 2.) After distinguishing similarities and differences, SWBAT write about these similarities and differences in a personal letter using the proper formatting for a personal letter. 	<p>Evaluation:</p> <ol style="list-style-type: none"> 1.) Students will create a list and discuss it in their letter. 2.) Students will hand in their personal letter to be marked. Marks will be given based on the similarities and differences listed as well as the format of the letter.
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<p>CELS: COM</p>	<p>Where they are evident in the lesson: -students will learn to communicate through writing and improve their writing skills</p>
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Pre Requisite Learning: students should have already made a personal-business letter and understand the formatting of such a letter

Presentation	Classroom Management
<p>Bell Work: (2 mins) Make a list of different closings you could use in a personal-business letter. What types of closings do you use when you write an email to a friend?</p>	<ul style="list-style-type: none"> - make sure the email closures they are using are appropriate for school - take attendance while they are working
<p>Set: (3-5 mins) Ask students to list the elements of a personal-business letter. Have them try list them in order from Return address to Writers Identification. When then provide an element title, ask them for a brief description of the element. If students cannot remember, go over the handout from yesterday as a refresher.</p>	<ul style="list-style-type: none"> - if students cannot remember, have them pull out their handout from yesterdays class “personal business letter guide” (attached)
<p>Development: (35-40 mins)</p> <ol style="list-style-type: none"> 1. Tell students that they are going to be 	<ul style="list-style-type: none"> - As you are explaining the two

<p>examining two letters. One is a personal-business letter and the other is a personal letter. They have the title on the top so students know which is which.</p> <p>2. Once you have handed them out. Tell students that they will be comparing the letters to find similarities and differences between the two of them. Once they have found as many similarities and differences as possible, they will write a personal letter to myself explaining at least three similarities and three differences of they two types of letters. When they are done they can print them and hold on to them until the end of class.</p> <p>3. Tell students that the similarities and differences don't just have to be based on the format of the letter; it can be based on the content and style as well.</p> <p>4. Go over the expectations once more (compare the letters; write a letter explaining your findings). Ask a student to explain the directions to check for understanding.</p> <p>5. Allow students 25 minutes to compare the letters and write their letter.</p> <p>6. After 25 minutes, call students attention to the front of the class. Tell students that we are going to make a list of the similarities and differences they found. A list of possibilities is attached to the lesson.</p> <p>7. Once students have given their answers, write down anything they may have missed that is important to know.</p> <p>8. Ask students to list some reasons you might send a personal letter. Why might you send a personal-business letter? When students are done listing the reasons, ask them if they have ever sent any types of letters that they listed.</p> <p>9. Tell students that they need to remember the difference between the writing a letter for personal reasons or business purposes. They need to know when to use each format because if they write a letter to an employer in an informal way it will look bad.</p>	<p>letters, hand out the samples to the front row for them to pass back.</p> <p>- They can write notes on the samples or a different piece of paper to keep track of ideas and thoughts</p> <p>- while students are working, prepare the board for the discussion writing Similarities on the left side and Differences on the right side</p> <p>- make sure students have their letter printed</p> <p>- tell them they should write the list down in their notebooks</p>
<p>Closure: (2 mins) Have students state the purpose of a personal-business letter and a personal letter. Remind them that they are two different things and need to be applied at different times.</p>	<p>- Have students hand in letters as they walk out the class.</p>
<p>Adaptive Dimensions:</p> <ul style="list-style-type: none"> - Students can look at a pile of letters and 	

decide which are personal letters and personal-business letters.	
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Target for Professional Growth

1. How did I explain the instructions for the day? After I explained, were there questions from the students? How did I check for understanding?
2. How did the sample letters I provided allow for students to find the similarities and differences? Were they easy to pick out, or were they hard? Explain
3. Did I explain to students the importance of knowing what style of letter to use for different purposes? How did I do this?

Personal Business Letter Guide

Block Format

Block format is when all lines of a letter begin at the left margin, including the date, complimentary close, and the originator's name. Single spacing is used for the body of the letter within paragraphs and double spacing is used between paragraphs. Block format is easy to learn and easy to arrange. It is widely used for both business and personal letters.

Open Punctuation

When **no** punctuation follows the opening (salutation or greeting) or the complimentary close of a letter (except one that may end in an abbreviation), open punctuation has been used. Open punctuation is compatible with block format because both save time and reduce errors. All letters in this unit will be formatted with open punctuation.

Return Address (Originator's Address)

Type the return address (originator's address) just below the 2" or 2½" top margin (use the top margin specified by each exercise directions). The return address is the address of the sender or writer of the letter. The return address consists of a line for the street address and one for the city, province, and postal code. Key the street address (or post office box or route number) on the first line; then key the city, province abbreviation (2 capitalized letters with no period followed by 2 spaces), and the postal code on the second line.

Date

Key the date (month, day, and year) just below return address. Do not use any abbreviations in the date. Quadruple space (QS) following the date to the letter address (sometimes called the inside address).

Letter Address or Inside Address

The letter address (inside address) is begun on the fourth line space below the date. The letter address contains the name, title, company name, and address of the person or company you are writing to. If the letter is addressed to a company, the address may include an attention line (second line of the address) to call the letter to the attention of a specific person, department, or job title. Double space (DS) following the letter address down to the salutation.

Salutation

The salutation (greeting) is begun on the second line space below the letter address. The salutation usually begins with "*Dear*" and contains the addressee's last name (for example, Dear Mrs. Hayes). For open punctuation, no punctuation follows the

salutation (do not type a colon after the salutation). Double space (DS) following the salutation to the body of the letter.

Body

Begin the letter body (message) on the second line space below the salutation. The paragraphs of the body should be in block format (don't indent the first sentence of paragraphs). Single space (SS) within each paragraph. Use auto return or word wrap to determine line endings, do not hit the return/enter key at the end of every line in your text. Double space (DS) between paragraphs (or it will be very difficult to determine where new paragraphs begin). When completing the last paragraph of your letter, double space (DS) down to the complimentary close.

Complimentary Close

Key the complimentary close on the second line space below the last line of the letter body. With open punctuation, no punctuation follows the complimentary close. Do **not** key a comma following the complimentary close when using open punctuation. Quadruple space (QS) down to the name of the writer.

Name of the Writer

Key the name of the writer on the fourth line space below the complimentary close. The name may be preceded by a personal title such as Mr., Miss, Mrs., or Ms. Single space (SS) to the return address.

Margins

Most personal business letters and business letters use a 1 inch right, left, and bottom margins. The top margin is generally 2 or 2 ½ inches depending on the exercise or letter. There are generally 6 lines (vertical) per inch.

Personal Letter Parts

1. The Heading. This includes the address, line by line, with the last line being the date. Skip a line after the heading. The heading is indented to the middle of the page. If using preaddressed stationery, add just the date.

2. The Greeting. The greeting always ends with a comma. The greeting may be formal, beginning with the word "dear" and using the person's given name or relationship, or it may be informal if appropriate.

Formal: Dear Uncle Jim, Dear Mr. Wilkins,

Informal: Hi Joe, Greetings,

(Occasionally very personal greetings may end with an exclamation point for emphasis.)

3. The body. Also known as the main text. This includes the message you want to write. Normally in a friendly letter, the beginning of paragraphs is indented. If not indented, be sure to skip a space between paragraphs. Skip a line after the greeting and before the close.

4. The complimentary close. This short expression is always a few words on a single line. It ends in a comma. It should be indented to the same column as the heading. Skip one to three spaces (two is usual) for the signature line.

5. The signature line. Type or print your name. The handwritten signature goes above this line and below the close. The signature line and the handwritten signature are indented to the same column as the close. The signature should be written in blue or black ink. If the letter is quite informal, you may omit the signature line as long as you sign the letter.

1" margins

Personal-Business Letter Sample

1234 My Street Address → Return Address

Garden City, KS 67846

May 2, 1997 → Date Line

QS - 4 Enters

1" margins

MR. ROBERT EMPLOYER PRESIDENT → Inside Address

JONES MANUFACTURING COMPANY

1400 MAIN AVENUE

CLEVELAND OH 25000

DS - 2 Enters

Dear Mr. Employer → Salutation

DS - 2 Enters

Body →

Please consider my application for the position typist which was advertised in the Garden City Telegram. I have just graduated from Garden City High School where I took several business education courses. I have studied typing for two years and can type accurately at the rate of 60 words per minute.

DS - 2 Enters

In addition to my business education, I have held several part-time jobs that have provided experience in this field. I worked as a clerical helper with light typing duties for the Marco Company during the past two summers. I also addressed envelopes on a part-time basis for the Sims Mailing Company for a period of six months last year.

DS - 2 Enters

I would appreciate an opportunity to discuss this job with you at your convenience. My resume is enclosed for your review. You may contact me by mail at the address above or telephone me at 555-1111.

DS - 2 Enters

Sincerely → Complimentary Closing

QS - 4 Enters → Signature

Amy Student → Writer's Name

Personal Letter Sample

1234 Return Address St
Regina, SK S4R6M6
January, 17, 2007

Hello Doug,

What's up? How's the weather in BC? It's pretty cold here in Sask. I am managing to get by though knowing that I am heading to Mexico in 2 weeks. Have you ever been to Mexico? I never have, but I've heard great things.

How is school going? I am almost done. Just two more months and it will be summer vacation. My parents want to go to the cabin this summer for a couple weeks, so that will be fun. Maybe I can convince them to take a road trip to BC and we can visit you.

Anyways, I hope this letter finds you well and in good health and all that jazz. Let me know how things are going with you!

Later,

Tony Digger

** The spacing and indents are up to you. There doesn't have to be indents, and if there isn't there should be a space between each paragraph. You can also place a space between each paragraph with indents.

** The return address should be on the right side, but does not have to be.

Assignment – Letters

You are to compare the 2 letters given to you as samples. How are they alike? How are they different? Write me a personal letter with your answers and explanations in it. Be sure to include 3 similarities and 3 differences.

<p>Similarities</p> <ul style="list-style-type: none"> - printed on letter paper - have salutations - have closing - include name of writer - include date - both include signatures - both have a body - both have a return address 	<p>Differences</p> <ul style="list-style-type: none"> - personal informal, personal-business more formal - personal can be formatted in almost any way as long as it includes the 5 elements -personal has no inside address - personal may discuss more personal things -personal-business is for business purposes - personal does not have to be full block -personal-business has open punctuation - personal-business must have 1" margins
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Reasons to write a personal letter: Pen pals, Christmas letters, write to family or friends, write to a neighbor, thank someone, anniversary, love letter

Reason to write a personal-business letter: applying for a job, cover letter, declining a position offered, complaint, letter to a bank or lawyer

Assessment for Letter

Name: _____

Did they provide at least 3 similarities within their letter?
Yes (1) ___ No (0) ___ _____/1

Did they provide at least 3 differences within their letter?
Yes (1) ___ No (0) ___ _____/1

Did they include the following (worth one mark each)?

- | | | | |
|---------------------|-----|----|---|
| 1. Return Address | Yes | No | |
| 2. Date | Yes | No | |
| 3. Greeting | Yes | No | |
| 4. Body | Yes | No | |
| 5. Closing | Yes | No | * circle corresponding answer and add up the number of yes' that were circled giving one mark for each circle |
| 6. Name | Yes | No | |
| 7. Signature | Yes | No | |
| 8. Neatly Formatted | Yes | No | |

Total = ___/ 8

Total Marks___/10

Strategy Name: Compare and Contrast

Explanation of Strategy

Compare and contrast involves observing or considering the characteristics of objects or concepts, looking for both similarities and differences. ¹ Its most common use is as a graphic organizer of content.²

Why This Strategy Works

By comparing items, students are able to see the similarities and differences between the items. Comparing is useful when there are two items that might be confused with one another. A common way for students to learn is by having them create a visual chart with the similarities on one side and differences on the other. This provides a visual representation of how the ideas are related.

Business Education Content that Could be Taught Using this Strategy

Entrepreneurship - 1.2 To explain the difference between an invention and an innovation

- students will compare and contrast inventions and innovations.

Accounting - 1.2 To distinguish between accounting and bookkeeping.

- students will look at the similarities and differences of accounting and bookkeeping.

¹ Plasma Link (2007). *Compare*, Glossary of Instructional Strategies. Online. <http://glossary.plasmalink.com/glossary.html#C>

² Saskatoon Public Schools (2008). Instructional Strategies Online, *What is compare and contrast?* Online. <http://olc.spsd.sk.ca/DE/PD/instr/strats/comparecontrast/index.html>

