

## **CORRECT USAGE AND APPEARANCE**

Remember to proofread your letter for these items:

Spelling of the receiver's name

Spelling of the receiver's place of business

Spelling elsewhere -- including your own name and firm

Correct typing throughout

Correct dates

Subject-verb agreement

Pronoun reference

Noun-pronoun agreement

Punctuation

### **CHECKLIST**

√ Did you type in a dateline to validate the letter as a record?

√ Did you place a colon after the salutation?

√ Did you place a comma after the complimentary close?

√ Did you sign the letter below the complimentary close?

“Bad Boy Business Letter” Transparency

**Look for basic Language Arts conventions and proper Business Letter format.  
(25 conventions to be found.)**

311 East Avenue  
Bayonne, NJ 07002  
September 1, 1999

Nabesco  
100 Forest Avenue  
East Hanover, NJ 07936

Hello Nabisco,

Our class is done with an activity using our cookies, Chips Ahoy. Our project wuz taken from a teacher made website we seen a chocolate Chip cookie and counted them. Our cookies sure do have purdy much the same chocolate chips in all of them. We did a lot of calculations and our next lesson is fixin to be a measurement activity

the best part was eating you delicious chocolate chip cookies and milk.

Thanx for making such scrumptious cookies!

Love:

Bad Grammer

Bad Grammer

(Adapted from <http://www.angelfire.com/nj3/tally/letter.html>.)

311 East Avenue  
Bayonne, NJ 07002  
September 1, 1999

Nabisco  
100 Forest Avenue  
East Hanover, NJ 07936

Dear Sir:

Our class has completed an activity using your cookies, Chips Ahoy. Our project was taken from a teacher made Website. We broke the chocolate Chip cookies and counted the number of chips in each one of them. Your cookies have pretty much the same number of chocolate chips in all of them. We did a lot of calculations and our next lesson is a measurement activity.

The best part was eating your delicious chocolate chip cookies with milk. Thank you for making such scrumptious cookies!

Yours truly,

*Good Grammar*

Good Grammar

(Adapted from <http://www.angelfire.com/nj3/tally/letter.html>.)

1. Correct the date to the proper year.
2. Correct the spelling of the receiver's name.
- 3 - 4. Correct the salutation to read *Dear Sir* followed by a colon.
5. Change *is done with* to *has completed*.
6. Correct *wuz* to *was*.
7. Capitalize *Website*.
8. Place a period after *Website* and capitalize *we* in the next sentence.
- 9 - 10. Change *seen* to *broke* and restructure the whole sentence for clearer meaning.
11. Change *our* cookies to *your* cookies.
- 12 - 13. Remove *sure do* and change *purdy* to *pretty*.
14. Add *the same number of* to clarify meaning.
- 15 - 16. Remove *fixin to be* & place a period after *activity*.
- 17 - 19. Indent and capitalize *the* in the next sentence and change *you* to *your*.
20. Change *and* milk to *with* milk to clarify meaning.
21. Correct *Thanx* to *Thank you*.
22. Change to an appropriate closing followed by a comma.
23. Follow the closing with the sender's signature.
- 24 - 25. Correct the spelling in the name of the sender – typed and signature.



# The Eight Essential Parts to a Business Letter

Adapted from <http://www.cyberbee.com/science/letpart.html>

**Inside Address**

Your High School  
555 Main Street  
Anytown, FL 24678  
Phone (333)-555-1212

**Letterhead or Typed heading**

**Date**

July 24, 2001

Mr. Steve T. Jones  
Chief Executive Officer  
Jonesville Corporation  
123 Easy Street  
Jonesville, FL 12345

**Salutation**

Dear Mr. Jones:

**Body (Text)**

This is the first line of the first paragraph. It should state the purpose of the letter or the reason for writing. This may be the only paragraph that gets read. Be brief and clear. Write and rewrite until you get it right!

This is the second paragraph. Most letters have more than one paragraph. Although your letter should be more exciting to read than this one, it will not be well received unless it has all of the essential elements of a standard business letter: heading, date, inside address, handwritten signature, and your name typed below your signature.

There are variations to these basic elements and you can include additional parts for special purposes. If you get these basics right now, you can spend the rest of your life happily writing acceptable standard business letters.

I'm closing this letter now so that I can demonstrate the final elements of a letter.

Thank you for considering these suggestions.

**Signature**

Sincerely Yours,  
*Lydia Smith*

**Complimentary Closing**

**Typed Name**

Lydia Smith  
Chief Executive Officer

**NOTE:** Why is it important for a letter to contain a personal signature?



## REQUIREMENTS FOR THE BODY OF THE BUSINESS LETTER

*Where is the math connection?*

At least three paragraphs are required including, but not limited to the following:

- a) 1<sup>st</sup> paragraph: Identify who you are, school, grade level, and brief reason for contact.
- b) 2<sup>nd</sup> paragraph: Address what the project is about in more detail. Refer to the following math questions as a *guide*. Try to be creative in this area!\* Do not copy these sentences verbatim!!!
  - 1) How much mathematics did you have to take to become a(n) \_\_\_\_\_?
  - 2) Which mathematics course(s) (general math, algebra, geometry, statistics, trigonometry, calculus, etc.) are most helpful in your occupation?
  - 3) Ignoring requirements for school, how much mathematics do you actually need in your job?
  - 4) Do you have any recommendations for mathematics courses that I should take in high school to become a(n) \_\_\_\_\_?
- c) 3<sup>rd</sup> paragraph: Include reference to the inclusion of a SASE (self-addressed stamped envelop) and thanks for reading the letter. Also include a thank you for reading your letter and the fact that you are anxiously awaiting a reply!

**\*Especially since you are required to create a math problem set in real-world context!**