

Business Letter to Mrs. Mary M. Bethea (Handout 1)

Your letter will contain the following:

- **Heading/Return Address:** Your home address consisting of two lines and the date
- **Greeting/Salutation:** Dear ... followed by the name of the person to whom you are writing and a colon (:)
- **Inside Address:** This is the address of the individual to whom you are writing. For this assignment you can make up a fictitious address or use the following: Mrs. Mary M. Bethea, 1501 Assembly Street, Columbia, SC 29208.
- **Body:** 3 paragraphs (each indented 5 spaces from the left margin)
- **Length:** 6-8 detailed sentences per paragraph
- You will write a rough draft and make revisions in red. **Your final draft will be typed.**
- **Your writing should fit and flow while reflecting critical thinking.**
 - **Paragraph 1:** Introduction (Share some information about yourself as a person; explain how you came to read the biography, and include your career goals for the future) **Transition to second paragraph.**
 - **Paragraph 2:** Discuss **three connections** (text to text, text to world, text to self) you made with her story. Provide details/examples from the biography that support your connections. Include any information you may have learned from prior discussions or research of black history. **Transition to third paragraph.**
 - **Paragraph 3:** Explain what new lesson you have learned and how you can apply it to real-life situations. Explain how her story might inspire someone and discuss its impact on society. Thank her for her contributions and wrap up loose ends.
 - **Closing:** Use an appropriate closing followed by a comma: Sincerely, Yours truly, or Respectfully,
 - **Signature:** Sign your name legibly in cursive above your typed name. Use a black ballpoint pen.

Writing Tips:

- Write clearly and fluently. Avoid short, choppy sentences.
- Include all six parts of the letter.
- Use transitions (connecting words or phrases) between sentences and paragraphs.
- No contractions, slang, or ambiguous words. Use formal language and appropriate tone.
- Observe one-inch margins (top, sides, bottom)
- Evaluate your writing using the 6+1 Traits.
- Complete rough draft and make revisions in red.

Rubric:

- Includes all **six** parts of the business letter in correct format and spacing
- Is clearly organized with fully developed ideas; reflects critical thinking
- Flows smoothly and stays on topic
- Uses appropriate tone, length, and language
- Discusses **three** connections with details/examples
- Uses transitions effectively
- Typed using 11 or 12 font (Arial, Calibri, or Times New Roman); correct margins



The correct spacing for a business letter is 3-2-2-2-4.