

Lesson Plan Business Letters

Instructor:

Nan Hammerschmidt, Jani DeVries, Eileen McGurn

Date:

June 25, 2013

Course Title:

BAMM 2 / Advanced Business Project

Specific Topic:

Business writing

Reading Assignment:

Effective business letters: Cover Letter

Performance Objectives:

After completion of the lesson, students will be able to:

1. Find models/examples/templates of professional business letters
2. Use resources to support business writing
3. Edit writing for content, format, grammar and spelling
4. Produce professional quality business letters

Standards: CTE & CCSS

W.1 Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

b. Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level, concerns, values, and possible biases.

c. Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.

W.2 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.

b. Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic.

e. Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.

W.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

W.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and over-reliance on any one source and following a standard format for citation.

Business Letter Lesson Plans

Marcel A. Müller



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Lesson Plans & Assessments for the California Writing Standards ,1999 **Daily Lesson Plans for Teaching Gregg Shorthand by the Sentence Method** Meyer E. Zinman,Roslyn E. Strelsin,Elizabeth Friend Weitz,1934 **Preparing to Prepare** Joseph A. Bailey, II,2005 If game day is played in the stadium and preparation is done on the practice field then Preparing To Prepare is what is done in the locker room to properly get ready for both In other words Preparing To Prepare is like the underground foundation of a skyscraper building and the base upon which that foundation rests This foundation and base are required regardless of what career a child enters as well as in having good relations with and behaviors towards other people **AskERIC Lesson Plans: The Business Letter** , Features the lesson plan The Business Letter provided by the Educational Resources Information Center ERIC of the National Library of Education The goal of the lesson plan is to teach students how to write a business letter Discusses the grade levels materials needed objectives and procedures

Business Letter-writing LaSalle Extension University (Chicago),1918 **ESP, Teaching English for Specific Purposes** Mary Schleppegrell,1986 **Teaching Victorian Literature in the Twenty-First Century** Jen Cadwallader,Laurence W Mazzeno,2017-10-11 This edited collection offers undergraduate Literature instructors a guide to the pedagogy and teaching of Victorian literature in liberal arts classrooms With numerous essays focused on thematic course design this volume reflects the increasingly interdisciplinary nature of the literature classroom A section on genre provides suggestions on approaching individual works and discussing their influence on production of texts Sections on digital humanities and out of the classroom approaches to Victorian literature reflect current practices and developing trends The concluding section offers three different versions of an ideal course each of which shows how thematic disciplinary genre and technological strands may be woven together in meaningful ways Professors of introductory literature courses aimed at non English majors to advanced seminars for majors will find accessible and innovative course ideas supplemented with a variety of versatile teaching materials including syllabi assignments and in class activities *Business Letter-writing* ,1918

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