

Language Arts — 8th-Grade Writing Assignment

Business Letter Format Employment (A)

- Objective:** Students will be able to write and type a persuasive formal business letter, using the standard format that is accepted by most businesses. (Standards W2.4, 2.5)
- Prompt One:** Your neighbor, an EDC executive, travels frequently and is looking for someone to collect his mail and do some other light chores around his house when he is gone. You have told him you are interested, but he and the company he represents (EDC) are hesitant to hire you because they have always had someone a little older do the job. In addition to being concerned about your ability to do the job, they are not sure you are reliable because of all the other activities with which you're involved. Write a persuasive letter wherein you convince the company and your neighbor that you are the right candidate. Because EDC does the actual hiring, address the letter to the contact person at EDC.
- Prompt Two:** The student body president is going to appoint a student to be the chairperson of the publicity committee for the student council. This is an important appointment because student participation in school activities is declining, especially for spirit days and fundraisers. As publicity chairperson, you will play a key role in reversing this trend. If chosen, this will be your first experience as a member of the student council. EDC will screen the applicants and send three recommendations to the student body president. Write a persuasive letter to the contact person at EDC wherein you convince him or her that you are the right person for the job.
- Prompt Three:** The principal is looking for a student to represent the school at the city's annual Summer Fun Festival. This is an important appointment because it will be the school's first experience with planning and promoting the festival. EDC will screen the applicants and send three recommendations to the principal. Write a persuasive letter to the contact person at EDC wherein you convince him or her that you are the right person for the job.
- Prompt Four:** You are aware of an opportunity to acquire a job or assume a position you have wanted for some time. Write a persuasive letter to the individual making the hiring decision wherein you convince him or her that you are the right person for the job. You must find a legitimate job description and include that description as part of the writing process. Be sure to have a clear understanding of the job's duties and responsibilities, and the skills needed to succeed; choose something you know about because it will be obvious if you apply for a job about which you know nothing or very little ... and you will be held accountable for having made that kind of choice — it will show up in your grade (your academic "paycheck") — which is exactly what happens in the real world.
- Assignment:** Business letters are a formal way to communicate. In all prompts your claim (proposition) is that you are the best person for the job: Your reasons for such a claim should be specific, and you should support your claim with specific details, examples, and well-reasoned arguments. You should anticipate and address at least one counter argument. Neatness is very important; make sure to use "formal" English, meaning no slang or casual chat. Refer to page 746 of your Holt Literature and Language Arts text and the samples that have been provided for examples. **MAKE SURE YOU CHECK THE [EDC WEBSITE](#) FOR SPECIFIC, JOB-RELATED DETAILS.** This assignment is due on _____ .
- Specs:**
- | | |
|--|---|
| Format: Business Letter | Citations Page: NO |
| Margins: 1 inch, top, bottom, left, right | Name, period, date placement: Upper right corner |
| Alignment: Left or fully justified | Name, period, date line spacing: Single |
| Indents: No paragraph indents | Illustrations / pictures: Not required |
| Line Spacing: Single | Extra space between paragraphs: YES |
| Font: Times New Roman, Arial; 11- or 12-pt. | Save copies on your flash drive: YES |
| Title: None | Title Specs: Does not apply |
| Turn in all parts of process: YES | How to turn in: Hard copies only |