

## Language Arts — 8th-Grade Writing Assignment

### Business Letter Format Persuasive (D)

**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 W2.3, W2.4, W2.6)

**Prompt 1:** Many students have iPods or other MP3/4 players that allow students to listen to music without disturbing others. In the past some teachers have allowed students to listen to their music players while engaged in school work (e.g., while students ran the mile or while doing individual projects in the computer lab). A recent change in policy, however, prevents students from using such devices at any time during school hours.

Write a persuasive letter to Ms. Garcia, the principal, wherein you convince her to accept your proposition regarding music players during school. Your proposition should be specific; it should also be supported with specific evidence and well-reasoned arguments. You should anticipate and address at least one counter argument.

**Prompt 2:** Although the school district reports that all of its cafeteria food is taste-tested by students, many students remain highly critical of cafeteria food. These students believe there should be more choices available during lunch and that those choices should be of much higher quality. In fact, some students believe the choices should include food from other, recognizable vendors (e.g., Shakey’s Pizza, Jamba Juice, El Pollo Loco).

Write a persuasive letter to Ms. Garcia, the principal, wherein you convince her to accept your proposition regarding cafeteria food. Your proposition should be specific; it should also be supported with specific evidence and well-reasoned arguments. You should anticipate and address at least one counter argument. For those who choose this topic, there is an interesting article, including a survey of Columbia students, about the subject in the *Columbia Eagles’ Watch*, Vol. 4, No. 5, Feb. 10, 2010. The article is available online and can be downloaded at <http://columbia.wcmason.com/CMG/Vol04No05a.pdf>.

**Assignment:** Business letters are a formal way to communicate. 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. This assignment is due on \_\_\_\_\_.

**Specs:**

**Format:** Business Letter

**Margins:** 1 inch, top, bottom, left, right

**Alignment:** Left or fully justified

**Indents:** No paragraph indents

**Line Spacing:** Single

**Font:** Times New Roman, Arial; 11- or 12-pt.

**Title:** None

**Turn in all parts of process:** YES

**Citations Page:** NO

**Name, period, date placement:** Upper right corner

**Name, period, date line spacing:** Single

**Illustrations / pictures:** Not required

**Extra space between paragraphs:** YES

**Save copies on your flash drive:** YES

**Title Specs:** Does not apply

**How to turn in:** Hard copies only