

Language Arts — 8th-Grade Writing Assignment

Business Letter Format Persuasive (E)

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 parents have purchased a cell phone for their children to use in case of an emergency. Most school officials have established strict policies that outlaw or severely limit cell phones in the classroom. Many will not allow students to have them in their possession, while others will allow students to carry cell phones — however, the students are not allowed to have the cell phone turned on while on the school campus.

Write a persuasive letter to Ms. Garcia, the principal, wherein you convince her to accept your proposition regarding cell phones at 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: In order to protect students and promote healthy eating habits, new state laws have been enacted that carefully control much of the food that is sold on a school campus. Students cannot purchase sodas, candy, or most other “junk food” items at school. Many students get around the ban on junk food by bringing it from home or by buying it on the way to school; however, these same students often find themselves in trouble with school officials who confiscate the junk food because many individual districts or schools have imposed a total ban on all junk food on campus. In an interesting bit of irony, these same restrictions often do not apply to vending machines in the teachers’ lounge or to what teachers bring to school for themselves.

Write a persuasive letter to a state legislator, the governor, or Ms. Garcia, the principal, wherein you convince him or her to accept your proposition regarding what kinds of foods should be available for purchase on campus. 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.

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