

Language Arts — 8th-Grade Writing Assignment

Business Letter Format Persuasive (G)

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, W2.5)

Prompt 1: A wealthy donor, Ms. Meg A. Bucks, plans to build a new facility that will benefit young people in your area. It could be a swimming pool, a theater, a skateboard park, an art school, or any other facility that would provide young people with constructive ways to spend their time. The donor is not sure what kind of facility would be most useful.

Write a letter to the donor wherein you identify the type of facility you would like to have built, and persuade her that it is the best choice. Your proposal should be specific; it should also be supported with specific, very convincing reasons, evidence and logical arguments. ***You should anticipate and address at least one counter argument.***

Prompt 2: Because there is a need to increase the public’s awareness of our common history, Congress wants to create a new national holiday honoring an important person or event. Choose a person or event you would like to honor.

Write a letter to a member of Congress wherein you identify the event or person who should be honored, and persuade him or her that it is the best choice. Your proposal should be specific; it should also be supported with specific, very convincing reasons, evidence and logical arguments. ***You should anticipate and address at least one counter argument.***

Prompt 3: 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.***

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: 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

Traits to be Graded:	Ideas	Organization	Voice	Word Choice
	Sentence Fluency	Presentation	Conventions	