

Language Arts — 8th-Grade Writing Assignment

Business Letter Format Persuasive (F)

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: A wealthy donor, Mr. Muchas “Big Bucks” Money, plans to send the eighth-grade class on a field trip. He will pay all expenses and will send all the eighth-grade students anywhere in the continental United States for up to one week; if, however, expenses can be held down, Mr. Money will be able to fund a similar trip for next year’s eighth-grade students. He wants students to have a fun, exciting time, but he also wants the trip to have an educational component — in fact, the academic component is as important to him as the “fun and exciting” component. The donor is not sure where to send the students.

Write a letter to the donor wherein you identify the field trip you would like to take, and persuade him 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: 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.

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