

Writing Assignment #6 - *The Pearl*

WRITING SITUATION: You are a member of Kino and Juana's community; however, you have been away at YLHS boarding school. You return for Spring Break to visit your family and learn of what happened to Kino's family. Since you are one of the only highly educated individuals in the community, you feel it is your duty to do something.

WRITING DIRECTIONS: Write a business letter (no longer than one page) to the doctor in *The Pearl* expressing your thoughts and concerns about his response to Kino's request for help. Remember to include plot details to show you read and understand the story, *The Pearl*.

REQUIREMENTS:

- Here is some necessary information to make sure the letter gets to the right person:
 NAME – Dr. Smith
 ADDRESS – 1234 Main St.
 La Paz, CA 90001
- Remember to use your own address so he can write back to you.
- Your letter must be typed and formatted correctly as a business letter (use *Writing a Business Letter* (next page) to guide you)
- Tri-fold the letter and place in a properly addressed Business Envelope (use *Writing a Business Letter* (next page) to guide you)
- DO NOT SEAL THE ENVELOPE
- DO NOT WASTE A STAMP. Just draw in where the stamp would go.
- DO NOT FORGET TO SIGN YOUR LETTER

DUE DATE: Monday, April 23, 2012

WRITING A BUSINESS LETTER

PURPOSE: To request information, order a product, or complain about a product, you write a **business letter**. A business letter is written for a specific purpose and requires a different style of writing than a friendly letter. **A business letter should be brief, clear, and to the point.** It should also follow the correct form.

BUSINESS LETTER:

HEADING: Include the sender's complete address and the full date.

INSIDE ADDRESS:

Include name and complete address of person and or company you are writing.

SALUTATION

BODY: The body of the business letter is double-spaced below the salutation. **The information in the body should be clearly and briefly written, and single-spaced.** Double-space between each paragraph. In the introduction state the purpose of the letter.

CLOSING

SIGNATURE:

Type your name 4 lines below the closing. Then write your signature in between.

A BUSINESS ENVELOPE:

Capitalize everything in the address. Use common address abbreviations (i.e. ST or CA). Placement: person/business name & address (close to center); your name & address (top left corner); stamp (top right corner).

NOTES:

Margins: 1 (one) inch.

Four to seven spaces between heading and inside address (amount varies to better center the body info on the page)

In full-block style; do not indent for paragraphs

Double space between paragraphs and between the body and the closing.

2952 Eastwest Street
Placentia, CA 92870
April 29, 1999

Director-National Wildlife Federation
1413 19th Street
Baltimore, MD 20063

Dear Director:

I am an eighth-grade student writing a science report on the American peregrine falcon.

I would appreciate any up-to-date information you have on this endangered bird. I am especially interested in the following types of information:

1. The history of the peregrine falcon.
2. The falcon's nesting areas in the United States.
3. Present efforts to save the falcon.
4. A bibliography of current information.


Thank you for your help.

Sincerely,

Larry Bird

Lary Bird

LARRY BIRD
2952 EASTWEST ST
PLACENTIA, CA 92870



DIRECTOR-NATIONAL WILDLIFE FEDERATION
1413 19TH ST
BALTIMORE, MD 20063

