

LETTER OF REQUEST TO OBSERVE AT A HEALTH CARE FACILITY

Performance Standard 3C.I

Each student will write two letters, one an informal letter to a friend and the other a business letter of request to observe at a health care facility. The two letters will be evaluated for format and content accordingly:

Business Letter

- *Formatting the letter:* include the components of the business letter (i.e., return address, date, inside address, salutation, body, closing, signature); place components (e.g., margins, spacing, paragraphing, sequence of components) on the page; punctuate components.
- *Organizing content – Message and Tone:* include five required parts of the message (i.e., person addressed, purpose for observation at the health care facility, how student was informed of this health care facility, expectations the student has of the health care provider or mentor and how to reach the writer) in the body; use formal tone; use appropriate language.

Informal (Friendly) Letter

- *Formatting the letter:* include components of the friendly letter (i.e., date, salutation, body, closing, signature); place components (e.g., margins, spacing, paragraphing, sequence of components) on the page; punctuate components.
- *Organizing content – Message and Tone:* include in the body, the parts of the message recorded in the business letter; use informal tone.

Procedures

1. ***In order to communicate ideas in writing to accomplish a variety of purposes (3C)***, health occupations students should experience sufficient learning opportunities to develop the following:
 - Compose informational writing (e.g., narrative, expository, persuasive, argumentative) that supports a topic or thesis statement with well-articulated evidence.
 - Adjust voice, tone, vocabulary and grammatical conventions according to both purpose and audience.
 - Demonstrate the proper format/conventions for business letters.
 - Convert a formal letter into an informal one (or vice versa).
 - Use available technology to draft, design, produce, revise and present compositions and multimedia works for specified audiences.

It is essential for students entering health occupations to be able to compose a business letter and/or an informal letter with well-articulated evidence and use of proper format. This standard aligns with the Illinois Workplace Skills D 4, (Communicating on the Job/Prepare written communication), K1 (Demonstrating Technological Literacy/Demonstrate basic keyboarding skills) and K2 (Demonstrating Technological Literacy/Demonstrate basic knowledge of computing).

2. Have health occupations students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Students will be familiar with the elements (format, language, style) of an informal (friendly) and a formal (business) letter.
4. Students will have written several informal and formal letters prior to the assessment.
5. Each health occupations student will complete the “Letter of Request to Observe at a Health Care Facility Planning Sheet.”
6. Each student will write a letter of request to observe a health care facility, using a standard business letter format. The letter should include the purpose of this observation, how the writer became aware of the health care facility and this area of health care and the expectations the student has of the health care provider or mentor. Each student will then write an informal (friendly) letter to a friend, telling the friend about the observation site and explaining what he/she expects to learn at the health care facility.
7. Evaluate both letters for proper formatting (i.e., formal (business) style and informal (friendly) style) and for content appropriate to the perceived audiences.
8. Evaluate each student’s performance using the rubric. Add each student’s scores to determine the performance level.

Examples of Student Work

- [Meets](#)
- [Exceeds](#)

Time Requirements

- One to two class periods

Resources

- Writing materials, including available technology
- Letter of Request to Observe at a Health Care Facility Planning Sheet
- Letter Writing Rubric

LETTER WRITING

NAME _____ DATE _____

- Exceeds standard (must receive 15 - 16 total points) Approaches standard (must receive 7 -10 total points)
 Meets standard (must receive 11 - 14 total points) Begins standard or absent (must receive 4 - 6 total points)

	BUSINESS LETTER		INFORMAL (FRIENDLY) LETTER	
	Format	Content – Message and Tone	Format	Content – Message and Tone
4	<ul style="list-style-type: none"> All components of the business letter are present (i.e., return address, date, inside address, salutation, body, closing, signature). All components (e.g., margins, spacing, paragraphing, sequence of components) are properly placed on the page. All components are properly punctuated. 	<ul style="list-style-type: none"> All five required parts of the message (i.e., person addressed, purpose for observation at the health care facility, how the student was informed of this health care facility, the expectations the student has of the health care provider or mentor and how to reach the writer) are present in the body. Consistently uses formal tone. Consistently uses appropriate language. 	<ul style="list-style-type: none"> All components of the friendly letter are present (i.e., date, salutation, body, closing, signature). All components (e.g., margins, spacing, paragraphing, sequence of components) are properly placed on the page. All components are properly punctuated. 	<ul style="list-style-type: none"> All parts of the message recorded in the business letter are present in the body paragraphs. Consistently uses informal tone.
3	<ul style="list-style-type: none"> Most components of the business letter are present. Most components are properly placed on the page. Most components are properly punctuated. 	<ul style="list-style-type: none"> All five required parts of the message are present in the body. Usually uses formal tone. Usually uses appropriate language. 	<ul style="list-style-type: none"> Most components of the friendly letter are present. Most components are properly placed on the page. Most components are properly punctuated. 	<ul style="list-style-type: none"> Most parts of the message recorded in the business letter are present in the body paragraphs. Usually uses informal tone.
2	<ul style="list-style-type: none"> Some components of the business letter are present. Some components are properly placed on the page. Some components are properly punctuated. 	<ul style="list-style-type: none"> 3 - 4 of the required parts of the message are present in the body. Sometimes uses formal tone. Sometimes uses slang or jargon. 	<ul style="list-style-type: none"> Some components of the friendly letter are present. Some components are properly placed on the page. Some components are properly punctuated. 	<ul style="list-style-type: none"> Some parts of the message recorded in the business letter are present in the body paragraphs. Sometimes uses informal tone.
1	<ul style="list-style-type: none"> Few or no components of the business letter are present. Few or no components are properly placed on the page. Few or no components are properly punctuated. 	<ul style="list-style-type: none"> 0 - 2 of the required parts of the message are present in the body. Seldom or never uses formal tone. Overuses slang or jargon. 	<ul style="list-style-type: none"> Few or no components of the friendly letter are present. Few or no components are properly placed on the page. Few or no components are properly punctuated. 	<ul style="list-style-type: none"> Few or no parts of the message recorded in the business letter are present in the body paragraphs. Seldom or never uses informal tone.
Score				