

BUSINESS LETTER

Performance Standard 28D.I

Students will write a letter to a tourist bureau or business in an area where the target language is spoken to request specific information accordingly:

- *Knowledge*: know vocabulary and structures used in a business letter;
- *Comprehension*: understand details and procedures for a business letter.
- *Communication*: use correct structures and strategies.

Procedures

1. ***In order to use the target language to present information, concepts and ideas for a variety of purposes to different audiences (28D)***, students should experience sufficient learning opportunities to develop the following:
 - Apply increasingly complex vocabulary and structures to write complete expository pieces
2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work.
3. Familiarize students with letter-writing conventions acceptable in the business world and practice writing letters prior to the assessment task.
4. Have students write a one page business letter requesting information about specific attractions in the area, a specific product, asking for a discount or a price adjustment.
5. Instruct students to use the following:
 - a proper salutation for a business letter,
 - write in complete sentences requesting at least three items of information,
 - use a proper closing for a business letter,
 - if writing to a tourist office, information about lodging available, public transportation, and sites to visit should be requested, and
 - if writing to a business, information about a product, its cost and availability should be requested.
6. Permit students to use a dictionary during this writing activity.
7. Do not give the students the selected topic prior to the assessment task.
8. Do not coach the students or assist them during the writing period.
9. Evaluate the student's performance using the Foreign Language Rubric as follows and add the scores to determine the performance level:
 - *Knowledge*: knew correct structures and vocabulary.
 - *Comprehension*: understood procedures needed in composing a business letter.
 - *Communication*: used correct structures to compose proper letter.

Examples of Student Work not available

Resources

- A topic card for each student with the name of a tourist office or business on it
- Foreign Language Rubric

Time Requirements

- Three minutes for students to organize their ideas after receiving topic cards
- 25 minutes for timed writing