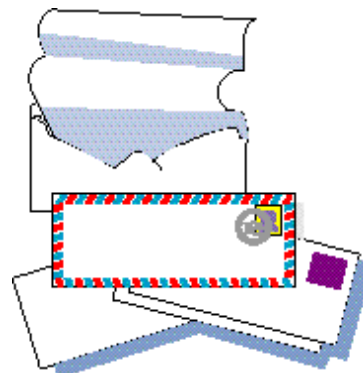


LETTER WRITING

“How we communicate tells a great deal about us. Choose your words wisely.”



I. Writing to communicate—The Plan

- A. Pre writing
- B. Writing
- C. Revising
- D. Editing
- E. Publishing

II. Types of letters

- A. Friendly (Social Letters)
 - 1. Thank you notes
 - 2. Invitations
 - 3. Congratulations
 - 4. Get well
- B. Business Letters
 - 1. Letter of Request
 - 2. Letter of Complaint
 - 3. Letters to Officials
 - 4. Letters to Editor
 - 5. Letter to accompany a resume
 - 6. Memorandum

III. Six parts of a business letter

- A. Heading
- B. Inside address
- C. Greeting/salutation followed by a colon
 - 1. Dear Mr. Jones:
 - 2. To Whom It May Concern:
- D. Body
- E. Closing— formal
 - 1. Sincerely
 - 2. Yours truly

3. Respectfully yours
- F. Signature (leave room for personal signature)

IV. Friendly/social letter

- A. Date
- B. Greeting—first name followed by a comma
 1. Dear Sue,
 2. Hello Jake,
 3. Hi Rachel,
- C. Body
- D. Closing—informal
 1. Your friend,
 2. Love,
 3. Fondly,
- E. Signature
- F. P.S. can be used to add information at the end of your letter.
Examples: reminders, reinforcement, adding forgotten information.

G. T.A.P.

1. What is your **topic**?
2. Who is your **audience**?
3. What is your **plan**
 - a) Create a web of information to include in your correspondence
 - b) Use paper and pencil or Inspiration Software Program

V. Suggested audience

- A. An official
- B. Humane society
- C. Historical society
- D. The zoo
- E. Cities/states
- F. Famous people
- G. Relatives/friends

