



LANGUAGE ARTS

STUDENT BOOK

▶ **8th Grade** | Unit 8

Language Arts 808

Writing, Listening, and Reading

1. WRITING LETTERS 5

- THE STRUCTURE AND FORM OF BUSINESS LETTERS | 7
- TWO KINDS OF BUSINESS LETTERS | 10
- THE FORM OF THE ENVELOPE | 14
- THE STRUCTURE AND FORM OF PERSONAL LETTERS | 16
- TWO KINDS OF PERSONAL LETTERS | 19
- WRITING EFFECTIVE EMAILS | 21
- SPELLING | 23
- SELF TEST 1 | 24

2. DEVELOPING LISTENING SKILLS 27

- FOUR STEPS IN LISTENING | 28
- LISTENING FOR MEANING | 29
- BEING A GOOD LISTENER | 38
- SPELLING | 40
- SELF TEST 2 | 41

3. READING NONFICTION 43

- DISTINGUISHING BETWEEN NONFICTION AND FICTION | 43
- DISTINGUISHING BETWEEN FACT AND OPINION | 44
- DEALING WITH STATISTICS | 48
- EVALUATING SOURCES OF INFORMATION | 50
- READING THE NEWSPAPER | 52
- READING THE NEWS MAGAZINES | 55
- USING NONFICTION RESOURCE MATERIALS | 57
- SPELLING | 57
- SELF TEST 3 | 59



LIFEPAC Test is located in the center of the booklet. Please remove before starting the unit.

Authors:

Carl R. Green, Ph.D.
Brian Jaffe
William R. Sanford, Ph.D.

Editor-in-Chief:

Richard W. Wheeler, M.A.Ed.

Editor:

Margaret Leech

Consulting Editor:

Larry Howard, Ed.D.

Revision Editor:

Alan Christopherson, M.S.

Westover Studios Design Team:

Phillip Pettet, Creative Lead
Teresa Davis, DTP Lead
Nick Castro
Andi Graham
Jerry Wingo
Lauren Faulk



**804 N. 2nd Ave. E.
Rock Rapids, IA 51246-1759**

© MCMXCVI by Alpha Omega Publications, Inc. All rights reserved. LIFEPAAC is a registered trademark of Alpha Omega Publications, Inc.

All trademarks and/or service marks referenced in this material are the property of their respective owners. Alpha Omega Publications, Inc. makes no claim of ownership to any trademarks and/or service marks other than their own and their affiliates, and makes no claim of affiliation to any companies whose trademarks may be listed in this material, other than their own.

Writing, Listening, and Reading

Introduction

The study of language arts includes four important skills: *reading* and *listening*, to receive information, and *speaking* and *writing*, to express facts, ideas, and feelings to others. In this LIFE PAC® you will study a number of interesting aspects about three of these skills.

First, you will learn about letter writing. You will learn how to write business letters and personal letters. Knowing how to write good letters is a valuable skill.

Second, you will learn how to develop your listening skills. When people talk, their meaning is usually literal. Sometimes, however, the speaker's words imply what is meant; that is, the meaning must be inferred by the listener. At other times a speaker's meaning can be understood better if the listener recognizes nonverbal language as well as the use of certain figures of speech. Your study of listening will also include tips about how to be a good listener. To be able to listen well is another valuable skill.

Third, you will learn how to intelligently read nonfictional literature, including newspapers and news magazines. You will explore how to distinguish fact from opinion. You will learn that some news is slanted and that statistics can be misleading. You will also learn how to use logical thinking and how to evaluate sources of information. To learn all these skills is worth your time.

Objectives

Read these objectives. The objectives tell you what you will be able to do when you have successfully completed this LIFE PAC. When you have finished this LIFE PAC, you should be able to:

1. Explain the structure and form of a business letter.
2. Write two kinds of business letters.
3. Explain the structure and form of a personal letter.
4. Name and write two kinds of personal letters.
5. Write effective emails.
6. Identify implied meanings.
7. List ways to identify verbal and nonverbal meanings.
8. List the characteristics of a good listener.
9. Distinguish between fiction and nonfiction.
10. Distinguish between fact and opinion.
11. Identify propaganda and slanted news.
12. Explain the importance of using logical thinking and reading.
13. Explain how statistics can be misleading.
14. Evaluate sources of information.
15. Identify the distinctive characteristics of news stories.
16. Explain the role of news magazines.
17. Use the spelling and vocabulary words in this LIFE PAC correctly.

1. WRITING LETTERS

The writing skill you will study in this section is letter writing. You will learn how to write business letters, personal letters, and emails.

Letter writing is an important skill. Much of the New Testament is made up of letters. Many business transactions depend on letters. Letters are written to absent relatives and friends. Letters are sometimes written to strangers, too. Letters can be an important part of your life.

Although the most common way of communicating with one's family and friends is in face-to-face conversation, sometimes writing letters is necessary instead. The ability to write good letters, whether for business or for social reasons, is an asset. When you need to do so, you should be able to write an effective letter using correct **form** and **structure** to convey your message clearly, neatly, and respectfully.

A properly written business letter will leave a favorable impression with the receiver and its message will be taken seriously. A sloppy letter, carelessly written, will make a bad impression—it may even offer an insult to a busy person

upon whose time and interest it is making a claim. Remember that a letter is a kind of image of one's self.

Personal letters written to friends should also use correct form and structure. Good letters show that the writers care and that they regard the receivers of their letters as special people. Good letters are fun to receive. The person who receives an enjoyable letter will probably read it more than once. The ability to write good letters is an important adult skill.

In this section you will learn how to write business letters, personal letters, and emails. You will learn that a letter has a structure (parts) and a form (style). You will learn how to write two kinds of business letters. First, you will learn about a letter that requests an adjustment because a bill you received is wrong. Then, you will write a letter of application. You will also be taught how to write two kinds of personal letters: friendly letters and thank-you letters. Finally, you will learn how to write emails.

SECTION OBJECTIVES

Review these objectives. When you have completed this section, you should be able to:

1. Explain the structure and form of a business letter.
2. Write two kinds of business letters.
3. Explain the structure and form of a personal letter.
4. Name and write two kinds of a personal letters.



5. Write effective emails.
17. Use the spelling and vocabulary words in this LIFEPAC correctly.

VOCABULARY

Study these words to enhance your learning success in this section.

acquaintance (u kwān' tuns). A person you know but not a close friend.

addressee (u dre sē'). The person to whom a letter is addressed.

form (fôrm). The way parts are arranged; style.

indent (in dent'). Begin a line farther from the left margin than other lines.

margin (mär' jun). Edge; blank space to the left and to the right of the printing or writing on a page.

salutation (sal yü tã' shun). A greeting; a letter begins with a salutation such as "Dear Sir."

stationery (stã' shu ner ē). Writing materials; paper, cards, and envelopes.

structure (stuk' chur). Anything composed of parts arranged together.

title (tī' tul). The name of a person's occupation, such as "Manager."

Note: All vocabulary words in this LIFEPAC appear in **boldface** print the first time they are used. If you are not sure of the meaning when you are reading, study the definitions given.

Pronunciation Key: hat, āge, cãre, fãr; let, ēqual, tērm; it, ĩce; hot, ōpen, ôrder; oil; out; cup, pũt, rũle; child; long; thin; /ʒh/ for then; /zh/ for measure; /u/ represents /a/ in about, /e/ in taken, /i/ in pencil, /o/ in lemon, and /u/ in circus.

THE STRUCTURE AND FORM OF BUSINESS LETTERS

Because business letters are so important in almost everyone's life, a person should know how a good letter is put together. What are the parts of a business letter? How are they organized into an effective whole? These questions on **form** and **structure** will be answered in the following paragraphs.

The structure of a business letter refers to the arrangement of the letter's parts. A business letter has six parts. The form of a business letter refers to the letter's style. Although several forms may be considered, this LIFEPAAC will discuss only the full block form because it is the most common form used in business today. A business letter consists of these six parts:

1. **Heading:** The heading includes the writer's address and the date he writes the letter.
 2. **Inside Address:** The inside address includes the name, title, and address of the person or company to whom he is writing.
 3. **Salutation:** The salutation is the greeting that follows the inside address and is followed by a colon(:).
- Examples:**
- Dear Sir:
 - Dear Ms. Smith:
 - Gentlemen:
4. **Body:** The body includes the paragraphs of the letter.
 5. **Closing:** The complimentary close immediately follows the body of the letter and is followed by a comma.
- Examples:**
- Very truly yours,
 - Sincerely,
 - Respectfully,
6. **Signature:** The signature is the writer's name. It identifies who wrote the letter.



Study the following example and complete the activity.

- 1.1** Look for the six parts of a business letter in the preceding list. Write a sentence about each part defining it in your own words.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

TEACHER CHECK

_____ initials

_____ date

8 lines →

Heading { 251 Laurel Rd.
Hohenwald, TN 38462
April 11, 2014

6-10 lines →

Inside Address { Mrs. Lynn Davis, Manager ← **Title**
Acme Manufacturing Company
460 Main Street
Ithaca, NY 14850

Salutation → Dear Mrs. Davis,

Body {

This letter is an example of the full block form. The heading can begin at the left-hand margin, it can be centered, or it can be near the right-hand margin. If you type your letter, begin the heading eight lines from the top of the page. If you hand print your letter, print neatly and place the heading one or two inches from the top of the page. Use 8½" x 11" paper.

The inside address is six to ten lines below the date in the heading (one or two inches for hand-printed letters). If the name and title are placed on the same line, separate the two with a comma. If the title is long, place it on the next line. When you do not have a name for the inside address, use such terms as these: "Credit Department," "Service Manager", or "Personnel Office." The inside address and the remainder of the other parts of the letter begin at the left-hand margin.

The salutation begins two lines after the last line of the inside address (skip a line if you are hand printing). Use a colon after the name. Use "Dear, Dr., Mr., or Ms." with a name. If you are writing to a company, department or office, use "Dear Sir" or "Madam."

Do not **indent** paragraphs. Double space between the paragraphs of the body. The lines within the paragraphs are single spaced. For hand printing, skip a line between paragraphs.

The closing is placed two lines after the last line of the body. Skip a line for hand-printed letters. The closing has a comma at the end. Your full name is typed (or printed) four spaces below the closing (one and one-half to two inches for printed letters). Your signature is handwritten in the space between the closing and the typed (or printed) signature.

Closing → Sincerely,

Signature { *Robert Wines* } **4 lines**
Robert Wines



Complete this activity.

1.2 Make a list of the six parts of a business letter.

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

Business letters are written on 8½" x 11" paper. Letters should be typed.

The heading can begin at the left-hand **margin**, it can be centered, or it can be near the right-hand margin. The heading begins eight lines from the top of the page.

The inside address is placed six to ten lines below the date of the heading, or one or two inches for hand-printed letters. As stated on the previous page, the inside address includes the name of the person and/or the company to whom the letter is being written. If the person addressed has a **title**, separate the name from the title with a comma if both are on the same line. If the person's title is long, place it on the next line.

The inside address, the salutation, the paragraphs of the body, the closing, and the signature all begin at the left-hand margin. In the full block form, paragraphs are not indented.

The salutation begins two lines after the last line of the inside address, or after one line if being hand-printed. When using a name, the

word "Dear" and a title, such as Mr., Ms., or Dr., comes before and a colon comes after.

■ **Example:** Dear Mr. Smith:

If the letter is being directed to a department or office, "Dear Sir:" is commonly used for an individual, "Gentlemen:" or "Dear Sirs:" for a company.

The lines inside the paragraph are single-spaced. Double spacing is usual, however, between each paragraph.

The closing is placed two lines after the last line of type in the body. The closing has a comma at the end.

■ **Example:** Very truly yours,

Notice that only the first word of the closing is capitalized.

The signature has two parts. The writer's name is typed (or printed) four lines, or one to two inches, below the closing.

■ **Examples:** John W. Jackson

The signature is handwritten between the closing and the signature.



Answer these questions. Explain the details of a typewritten letter.

- 1.3 How far from the top of the page should the heading begin? _____
- 1.4 How far down from the heading should the inside address begin? _____
- 1.5 How far down from the inside address does the salutation begin? _____
- 1.6 What is the distance between paragraphs? _____
- 1.7 How far down after the last line of the body does the closing begin? _____
- 1.8 What is the distance between the closing and the typed signature? _____

TWO KINDS OF BUSINESS LETTERS

In business, letters are written to handle various transactions: buying, selling, or exchanging; extending credit or courtesy; making, breaking, or amending agreements; submitting applications and sometimes resignations. In ordinary daily life, however, two kinds of business letters are commonly used: the adjustment letter and the letter of application.

The adjustment letter. Writing an adjustment letter becomes necessary when someone has made an error. Perhaps you ordered some merchandise, and a company sent you the wrong thing. The error might be the price that was charged. The result is this: You have a complaint, and you want an adjustment so that the error will be corrected. Being polite and using tact are important. Your Christian background should show itself in all of life's activities, including business dealings. You are more likely to be treated courteously and efficiently when you, too, are considerate and polite.

What should you do if you were preparing a letter of adjustment? How can you go about organizing its contents so that the information

will be clearly stated and the adjustment you wish to be made will occur? Take note of the following suggestions:

Make a list of facts and specifics before you write your letter. Include them in the letter you write. Here is an example of such a list:

- a. Address (Credit Department, City Emporium, 1001 First Avenue, Niceville, IL 66061)
- b. Purchased a sled, stock #2001a on November 19, 20__
- c. The regular price was \$29.95. You purchased it on sale for \$19.95.
- d. The purchase price charged to your account was the regular price rather than the sale price. Account #2204.
- e. Request an adjustment for the ten-dollar difference and sales tax on the difference.

Now you would be ready to write a business letter requesting an adjustment. You have all the facts and specifics you need. Your letter might look like this one:

429 Magnolia Avenue
 Niceville, IL 66061
 January 7, 20__

Credit Department
 City Emporium
 1001 First Avenue
 Niceville, IL 66061

Dear Sir or Madam:

On November 19, 20__, I purchased a sled, stock #2001a, from your Sporting Goods Department. The regular price for this merchandise was \$29.95. This sled was on sale for \$19.95 the day I purchased it.

I charged this purchase to my account with your store. My account number is 2204. When I received my bill this month, I found that the regular price (\$29.95) had been charged to my account rather than the sale price (\$19.95). I am requesting that my bill be adjusted. Please subtract the ten-dollar (\$10.00) difference and the sales tax on this amount.

Sincerely yours,

Alice R. Sanchez

Alice R. Sanchez



Complete this activity.

- 1.9** Type an adjustment letter in full block form. This letter will have all six parts that you have studied. Use the following list of facts and specifics:
- Address:
 Mr. John R. Grissom
 Credit Manager
 Redondo Book Store
 4319 W. 190th Boulevard
 Redondo Beach, CA 90277
 - Purchased a set of DVDs, catalog #320887, on April 3, 20__. The movies were delivered to your residence on April 10, 20__.
 - Discs 7 and 12 were missing from the shipment.

d. Request an adjustment. You would like to receive the missing discs. If the missing discs are not available, you would like to make arrangements to have the DVDs returned to the store and the purchase price of \$57.37 removed from your account. Your account number is J21104.

When you finish typing the letter, print it off and give it to your teacher to check.

TEACHER CHECK



_____ initials

_____ date

The application letter. The letter of application is used to apply for a job. It is sometimes used to apply for a scholarship or for admission to a school or college. People write letters of application because they wish to be chosen for something that is important to him/her. The letter may be one of many letters submitted by people who are competing for the same position or opening. Although a person does not want to appear conceited, the letter should “sell” him/her as the person most qualified for the job or position.

As a young adult you may not have had an opportunity to write a letter of application. Nonetheless, the time to learn how to write a letter of this kind is now. You will then be prepared and will feel more confident when you must compose such a letter.

A letter of application should contain some specific information. The first paragraph should state the job for which you are applying. You may also wish to tell how you learned of the opening—especially if someone recommended you.

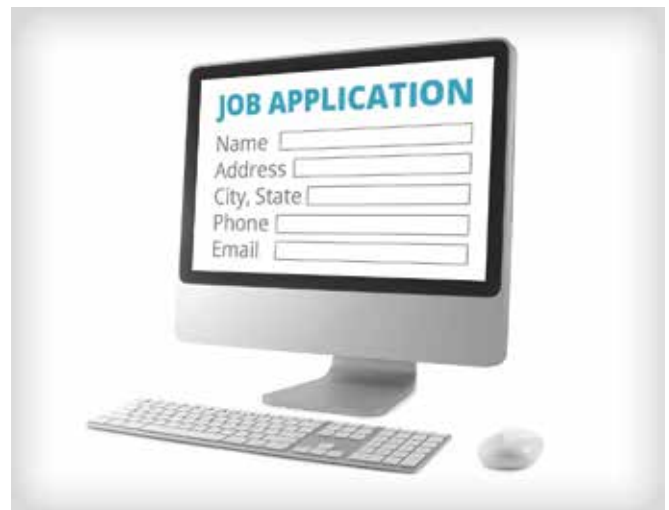
In the next one or two paragraphs, tell about your qualifications for the job: your age, your education, and your experience. If you have special interests that pertain to the position

you are seeking, you can also state what they are. Be careful not to give information about yourself that does not relate to the purpose of your letter.

If appropriate you can give one or two references. The references should name respected people who can say something favorable about your character and ability. Your pastor, principal, and teachers are good examples of people to use for references. Of course, you should request permission to use a person’s name before you do so.

The last paragraph of your letter should request an interview. It should also include your telephone number.

Now study the following example of a letter of application:



4718 Oak Lane, Apt. C
 Seattle, WA 98104
 May 10, 20__

Mrs. Mary Silvers

Greenway Food Store
 235 51st Street NW
 Seattle, WA 98125

Dear Mrs. Silvers:

Mr. Philip Thomas, a meat cutter in your store, is a neighbor of mine. He suggested that I write you about an opening you have for a delivery person. I understand that you are looking for a person my age to deliver groceries and to do light maintenance jobs. I also understand that a bicycle is required to deliver the bags.

I am a student at Prince of Peace Christian School. I am thirteen years old and big for my age. My health is excellent, and my school attendance has been perfect this year. I had a paper route for two years, and I assist the groundskeeper at my school. I am a good mathematics student and can work with money.

My bicycle is only one year old. My parents and I purchased it together. They paid half and the other half came from money I earned and saved from my paper route. I have a good understanding of how the streets and addresses run in this part of the city. I am sure I can do a dependable job for you.

The following persons can give you further information about my moral character and ability: (1) Pastor David Johnston, Principal, Prince of Peace Christian School, Seattle, Washington, can be reached by telephone during the day at 117-377-4228 and (2) Mrs. Helen Thompson is my mathematics teacher. She can be reached at the same phone number after 3:00 p.m. during the week.

If you wish, I can come to your place of business for an interview at your convenience. I can be reached at home by telephone at 117-372-1010.

Sincerely yours,

Carter R. Roberts

Carter R. Roberts



Complete this activity.

- 1.10** Make a list of your experiences that could be included in a job application. Discuss the list with your teacher.

TEACHER CHECK

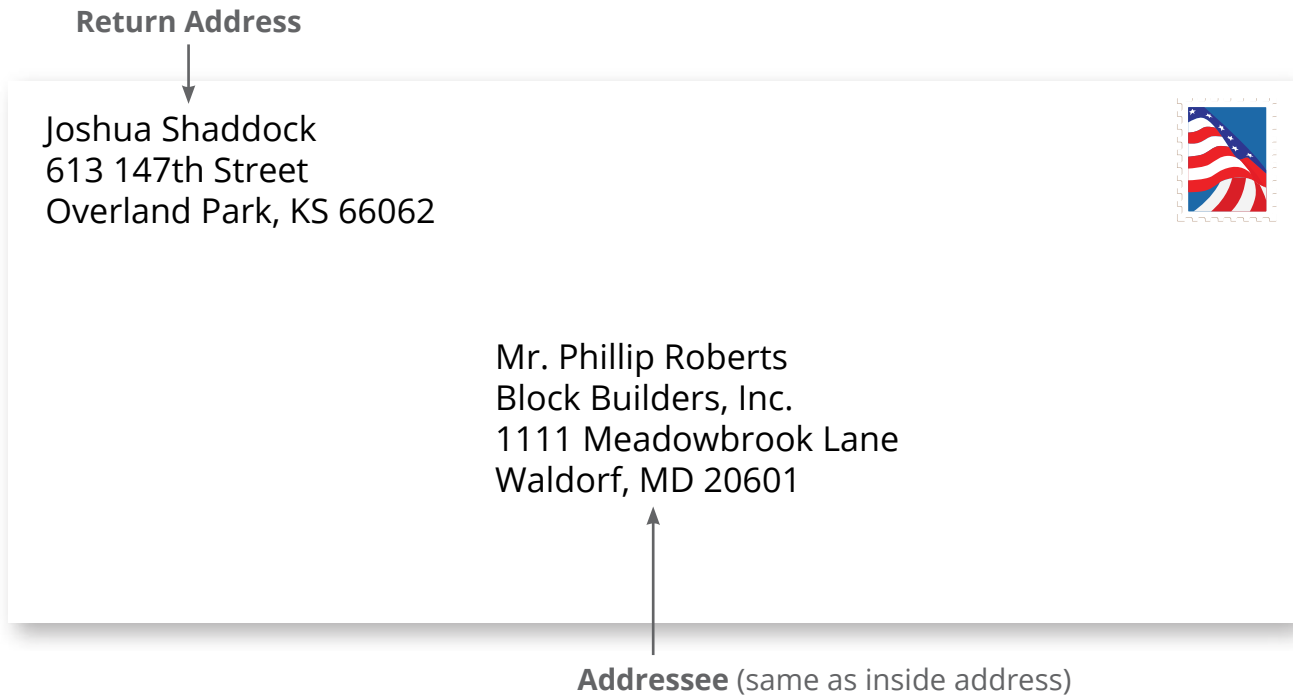
initials

date

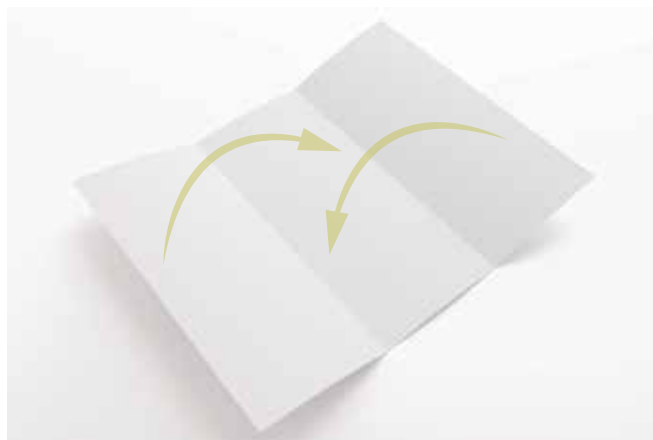
THE FORM OF THE ENVELOPE

Business letters are usually sent in envelopes that are $4\frac{1}{8}$ " x $9\frac{1}{2}$ " in size. A smaller envelope that is $3\frac{5}{8}$ " x $6\frac{3}{8}$ " can also be used. The face

of the envelope should look similar to this illustration:



When using the larger of the two envelopes, the letter is folded in thirds:



When using the smaller of the two envelopes, the letter is folded in half and then in thirds:



Complete this activity.

- 1.11** Type a letter of application on a separate sheet of paper. Use all the techniques you have learned. Pretend you are applying for a job as an assistant janitor at a hardware store or as a sales clerk at a department store. Make up the name and address of the store as well as the owner's or manager's name. When you finish, place this letter in an envelope, address the envelope, and turn it in to your teacher.

TEACHER CHECK

_____ initials

_____ date

THE STRUCTURE AND FORM OF PERSONAL LETTERS

The personal letter is the favorite letter for most people. Before studying its three most popular types, you will now examine the structure and form of personal letters.

Structure. A personal letter has five parts. Unlike the business letter, the personal letter does not have the address of the receiver written inside the letter. The other five parts are similar in structure to those of the business letter, but are slightly different in form. As you study the following paragraphs, these similarities and differences will become clear to you.

1. **Heading.** The heading includes your address and the date you write the letter. In personal letters the heading is on the right-hand side of the page and forms the right-hand margin.
2. **Salutation.** Salutations are more friendly in personal letters. The salutation ends with a comma rather than a colon.

Examples:

- Dear Bob,
- Dear Mom,
- Dear Aunt Sally,

3. **Body.** The body includes the paragraphs of your letter. The paragraphs are indented.
4. **Closing.** Closings are friendlier in personal letters than in business letters.

Examples:

If the person receiving the letter is a family member, the closing can be one of these or something similar.

- Love,
- Affectionately,
- Your brother,
- Your sister,

For a casual **acquaintance** such closings as these are appropriate:

- Sincerely,

- Sincerely yours,

For another Christian such closings as these are appropriate:

- Yours in Christ,
- In His Spirit,
- His blessings be with you,

Note: In any closing the first word is always capitalized as well as any words that refer to God. A comma belongs at the end of the closing. The closing is centered or is placed to the right of center.

5. **Signature.** The writer's signature is either centered below the closing or below the closing and slightly to the right. Only the first name appears in the signature unless for some reason it is necessary to include the full name. The writer's name does not appear in printed form a second time as it does in a business letter.

Form. Personal letters can be typed or handwritten. When someone is writing in longhand, he or she should not use lined paper. Tablet paper or special letter **stationery** should be used. Using only one side of a sheet of tablet paper is preferred. A person may write on both sides of a sheet of stationery unless the letter is only two pages in length.

For typed personal letters one can use any size paper or stationery. Double space should be allowed between each of the five parts of the personal letter, including the paragraphs of the body. You should sign rather than type your signature.

Handwritten letters begin one-half inch from the top of the paper or stationery. An additional half-inch may be allowed between each of the five parts of the personal letter. If the letter is long, a line can be skipped between paragraphs of the body. Skipping a line between paragraphs is not necessary if the letter is short.

Study the following example. Look for the five parts you have learned about.

The diagram shows a personal letter with the following parts labeled:

- Heading:** 1218 Moreview Dr.
Chatham, VA 24531
December 18, 2013
- Salutation:** Dear Lizzie,
- Body:**

The personal letter does not have an inside address. It does have a heading, a salutation, a body, a closing, and a signature. The form of these parts in a personal letter are different from a business letter.

The heading is on the right-hand side. The salutation ends with a comma rather than a colon. The paragraphs are indented. Your closing is centered or is to the right of center. Your signature contains only your first name and is written below the closing. Do not print your name a second time.

The salutation and closing are friendlier in a personal letter. The five parts are close together.
- Closing:** Your friend,
- Signature:** Chandler

Additional annotations on the right side of the letter:

- An arrow points from the label **Heading** to the address and date.
- An arrow points from the label **1/2" between each of the five parts** to the space between the heading and the salutation.
- An arrow points from the label **Closing** to "Your friend,".
- An arrow points from the label **Signature** to "Chandler".

| The Personal Letter



Answer these questions.

1.12 What are the five parts of a personal letter?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

1.13 Where is the heading of a personal letter placed?

- a. _____
- b. _____

1.14 Do salutations in personal letters end with a colon or a comma? _____

1.15 Are the paragraphs of the body in a personal letter indented? _____

1.16 What words are capitalized in the closing of a personal letter?

1.17 Which punctuation mark is used at the end of a closing?

1.18 The signature in a personal letter differs in two ways from the signature in a business letter. What are these differences?

- a. _____
- b. _____

1.19 When a personal letter is handwritten, what distance is found between each of the five parts? _____

TWO KINDS OF PERSONAL LETTERS

Personal letters are used for many occasions and purposes. Two kinds of personal letters most commonly used are the friendly letter and the thank-you letter.

The friendly letter. The friendly letter will follow the structure and form of the personal letter. The effort to write a good friendly letter becomes difficult when the writer cannot make its content interesting. People write friendly letters to family, relatives, and friends whom they have not seen for some time. Keeping the following ideas in mind can bring the best results to the sincere writer.

First, write more about yourself and other people than about things. Your reader will be more interested in what you are doing and in what has happened to you recently. A new family camper may be exciting to you, but it may not be interesting to your friend.

Second, give some thought to the age of the person who will receive your letter. If you are writing to a person your own age, you could tell about your experiences with a new skateboard. If, on the other hand, you are writing to your grandparents, you might leave out your skateboard experience. It will hardly appeal to them. In fact, it might even cause them to fear for your safety. In general, choose topics that will be suitable to the reader's age and background.

Third, your letters will be more lively and entertaining if you describe an experience in vivid detail, rather than simply making general statements about it or commenting only about your family, friends, and school. You may include general statements of this kind, but do not limit your letters to them.

In your last paragraph you should wish the readers well if you have not already done so. You might also mention that you miss them and hope to hear from them soon.



Complete this activity.

- 1.20** Write a friendly letter to a relative or friend on tablet paper or stationery. After it has been checked by your teacher, mail your letter. When addressing the envelope, you should use the same rules that apply to addressing envelopes for business letters. No titles, of course, are placed after the addressee's name, but *Mr.* or *Ms.* should be used. On the other hand, you would seldom use *Mr.* or *Ms.* before your own name in the return address.

TEACHER CHECK



_____ initials

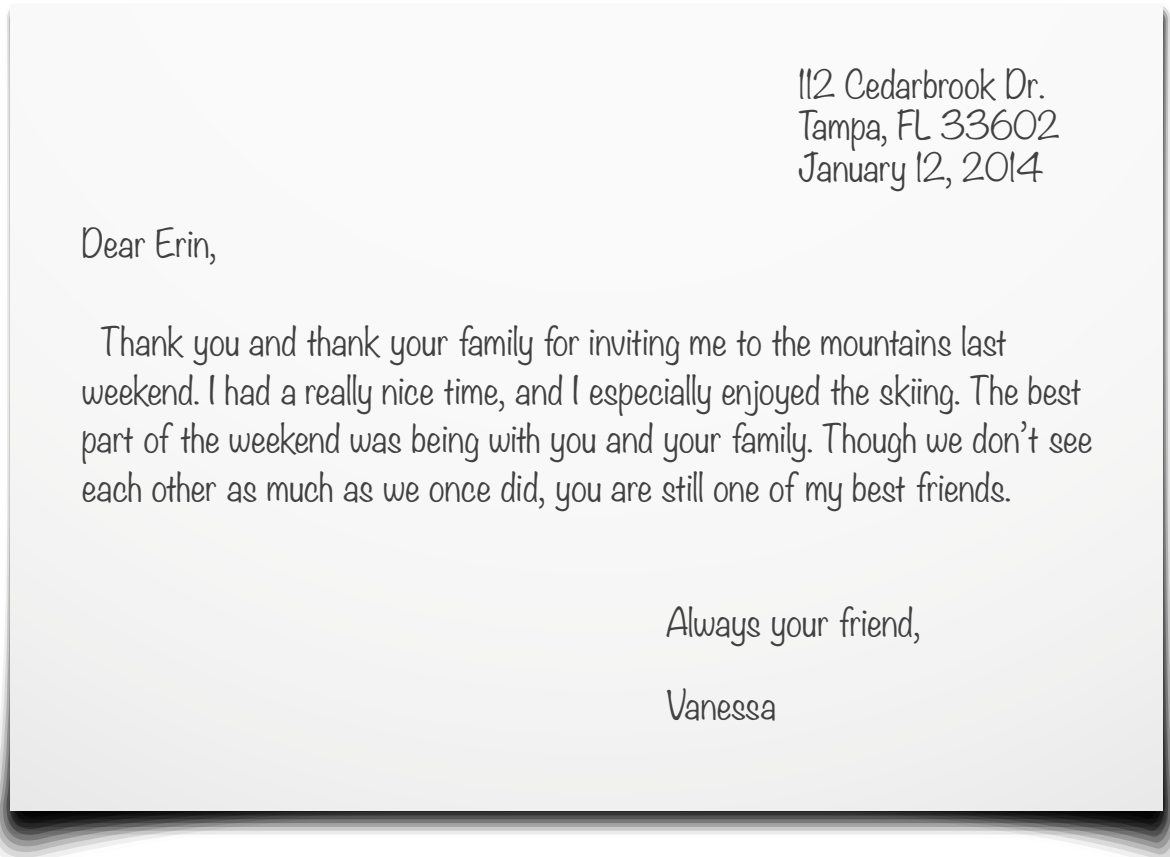
_____ date

The thank-you letter. The thank-you letter is really more of a note. Although it has the five parts of a personal letter, it is very short—one paragraph or two. A person writes a thank-you letter for a gift received, for a special favor performed, and for a good time or special treat provided.

Do not say, “Thanks for the present” or “Thank you for the good time.” Mention the gift, favor,

good time, or special treat by name. The writer should try to make the giver feel that his gift is liked and appreciated.

Promptness is important. Thank-you letters should be sent within a week of receiving the gift, favor, or special treat unless the delay is for a good reason. A late thank-you letter is better than none at all, of course. The following letter is an example of a thank-you letter:



112 Cedarbrook Dr.
Tampa, FL 33602
January 12, 2014

Dear Erin,

Thank you and thank your family for inviting me to the mountains last weekend. I had a really nice time, and I especially enjoyed the skiing. The best part of the weekend was being with you and your family. Though we don't see each other as much as we once did, you are still one of my best friends.

Always your friend,

Vanessa

| Thank-You Letter

**Complete this activity.**

- 1.21** Write a thank-you letter using thank-you note card, stationery, or unlined tablet paper. The subject of your thank-you letter can be the sweater your grandmother gave you for a birthday. Give the completed thank-you letter to your teacher. An envelope is optional.

TEACHER CHECK

_____ initials

_____ date

WRITING EFFECTIVE EMAILS

Electronic methods of communication have frequently taken the place of traditional letters. People today tweet, text, and email to send information to others. A tweet is a short status update on Twitter. A text is a short message sent from one mobile phone to another. An email is usually a longer message that is sent between computers or other mobile devices. People who text messages often use shortened versions of words or phrases as a way to keep their messages short. Some of these shortened phrases are *lol* for laugh out loud or *btw* for by the way. Unfortunately, some people include these text phrases in formal writing. This gives the impression that the people writing these messages are unprofessional or not serious about their work.

People commonly use email as a way to send messages to others. Just like writing business and personal letters, there are proper techniques for writing emails. Proper English rules should be followed when sending these communications. Another thing to consider when writing emails is that you should not assume they are private. Emails can be forwarded to others and may not be kept on a secure computer. If the information in your email is private, you may want to choose another method of communicating.

Emails begin with a subject line. Most email editors include a subject field. Think of this as

the headline of a news article. The subject line should explain the topic of the email. The line should be brief and direct. Examples of strong subject lines: *Question about account balance* or *Vacation plans*.

The email itself should also be brief and direct. Keep the message focused and clear. This clarity should also be seen in the type and font chosen. Stay with a regular font and color. Do not write in all capital letters—that is considered screaming in an email.

Begin your email by addressing the person who is receiving the message. This would appear much like it would in a business or personal letter. If you do not know the name of the person, you can address the message more generally. For example you might write, *To whom it may concern* or *Director of Hiring*.

If the person receiving the message does not know you, you will need to briefly introduce yourself in a sentence or two. An email should get directly to the point you are trying to make. Explain the purpose for your email. If you expect a response from the receiver, make that clear as well. An email message should not be longer than a paragraph or two.

Conclude your email with a final greeting and your name. If appropriate include additional contact information such as a phone number or street address.



Complete this activity.

- 1.22** Type an email to a teacher asking about a writing assignment. Include a subject line with your email. Use all the techniques you have learned. After you have typed your email, print it out and give it to your teacher to review.

TEACHER CHECK



_____ initials

_____ date

SPELLING

Study these words in Spelling Words-1. Learning to spell and use these words correctly will help you.

Spelling Words-1		
adversary	interest	alien
arrangement	library	assassin
beautiful	nomination	asterisk
buried	pharmacy	bizarre
consequential	forty-five	conference
definitely	relation	comparatively
disguise	shining	conscience
existence	surprise	convenience
gasoline	triumph	courageous
handkerchief	Wednesday	counterfeit



Complete this activity.

- 1.23** Using a separate sheet of paper, choose twenty of these words and write a sentence for each word. When you finish, give the sentences to your teacher for checking.

TEACHER CHECK

_____ initials

_____ date

ABC

Ask your teacher to give you a practice spelling test of Spelling Words-1. Restudy the words you missed.



Review the material in this section in preparation for the Self Test. The Self Test will check your mastery of this particular section. The items missed on this Self Test will indicate specific areas where restudy is needed for mastery.

SELF TEST 1

Answer true or false (each answer, 1 point).

- 1.01** _____ Letters are sometimes sent to people you do not know.
- 1.02** _____ Emails are private and secure.
- 1.03** _____ A business letter has five parts.
- 1.04** _____ The paragraphs are indented in a personal letter.
- 1.05** _____ The parts of a business letter begin at the left-hand margin.
- 1.06** _____ The letter of application is only used to apply for a job.
- 1.07** _____ The addressee on an envelope for a business letter has the same appearance as the inside address.
- 1.08** _____ The parts of a personal letter are similar to a business letter but slightly different in form.
- 1.09** _____ Personal letters should be typed rather than handwritten.
- 1.010** _____ Thank-you letters are the longest kind of personal letters.

Match these items (each answer, 2 points). You may use an answer more than once.

- | | | |
|--------------------|---|-------------------|
| 1.011 _____ | The paragraphs in a letter | a. closing |
| 1.012 _____ | Your address and the date a letter was written | b. body |
| 1.013 _____ | Not found in personal letters | c. heading |
| 1.014 _____ | “Sincerely yours,” | d. salutation |
| 1.015 _____ | Appears below the closing | e. signature |
| 1.016 _____ | The name and address of the person being written to | f. inside address |
| 1.017 _____ | “Dear Mr. Smith:” | |

Complete each statement (each answer, 3 points).

- 1.018** The form of business letter that you studied in this LIFEPAK is called the _____ form.
- 1.019** The size of paper used for business letters is _____ .
- 1.020** Emails begin with a _____ line.
- 1.021** People who _____ often use shortened versions of words or phrases.
- 1.022** The salutation ends with a colon in a _____ letter.
- 1.023** The salutation ends with a comma in a _____ letter.

Briefly describe the purpose of each kind of communication (each description, 5 points).

- 1.024** adjustment letter _____

- 1.025** email message _____

- 1.026** letter of application _____

- 1.027** friendly letter _____

- 1.028** text message _____

- 1.029** thank-you letter _____

Answer this question (this answer, 5 points).

1.030 What is the value of being able to write good letters?

62 77	SCORE _____	TEACHER _____	initials	date
----------	--------------------	----------------------	----------	------

ABC Take your spelling test of Spelling Words-1.



LAN0808 - May '14 Printing

ISBN 978-0-86717-378-9



9 780867 173789



Alpha Omega
PUBLICATIONS

804 N. 2nd Ave. E.
Rock Rapids, IA 51246-1759

800-622-3070
www.aop.com