

Lesson Plan-Letters BMT-BT-3

Career, Technical and Agricultural Education Differentiated Instructional Resource Lesson Plan

Course: Introduction to Business and Technology **Unit:** Three Word Basics & Technology

Industry Big Ideas: No matter what career area, in an office or working out of a truck, all future workers will need to know and understand the basics of Microsoft Word. In addition to learning a few Word features, students will also master the skills of properly storing files as if they are for separate clients, understanding more about file extensions, and using tables and clip art for business-related projects. Students will become familiar with the basic features of Microsoft Word. Projects and activities will be assigned for both individual and student teams to complete in order to get a deeper understanding of the resources offered through Microsoft Word. Students will wrap up this unit by applying the skills to the business simulation team to create and use some valuable documents for their company.

Learning Objectives

CTAE GPS:	BMA-IBT-3 Master word processing software to create, edit, and publish professional-appearing business documents. 3.1 Create, share and maintain documents. a. Apply different views and templates, protect the document, manage document versions, share and save documents.
Academic GPS:	ELACC9-10SL1

Activity 3:

Materials Needed: Business Letter Information: FBLA Format Guide.pdf , Worksheet: Business Letter Parts.pdf (one copy for each student), Business letters cut into parts, Computer Access, Microsoft Word

Lesson Process: After giving an overview of the order and parts of a business letter the teacher should have students divide into small groups. Within the groups created, the teacher should distribute a section of a business letter to each member of the group. The groups should then arrange themselves in the correct order of a business letter. Students will then present their order to the class. Teacher will then pass out the worksheet for students to work on individually for about 10 minutes. Teacher should go over the worksheet with the class, allowing for students to explain their answers. Once students have an understanding of the organization of a business letter, they should begin composing their own. Assign the students a specific person or company to send their letter to. Teacher should review all letters when complete. Teacher may create a ticket out the door for students to complete before leaving class.

Differentiation: Students may be paired to help those students who are struggling with creating and organizing folders

Intervention: Students can get one-on-one help from teacher after first seeking help from a classmate.

Curriculum Connections: This integrates the use of technology by having students create a business letter on Microsoft Word after learning the organization of a business letter.

Business Letters-Letter of Reference

BMT-BT-3

Business Letters-Letter of Reference
BMT-IBT-3 Employability Skills
FBLA Formatting Guide

The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

February 18, 2020

Ja'Niya Avery
816 Meddow Creek
Locust Grove, Georgia 30228

Ms. Melonie Anderson
112 Fortland Drive
Barnesville GA, 30204

Dear Ms. Anderson:

I am applying to the nursing programs. I was wondering if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in nursing. I would also like to further my understanding of healthcare.

I believe the class that I took from you have helped me develop a solid foundation for my graduate studies in healthcare.

I have included a summary of my academic and professional experience to help you decide whether to recommend me.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, my writing samples, and other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone (470-485-2739) or by email at janiyaavery@gmail.com

Thank you for your time and consideration. I look forward to hearing from you!

Sincerely yours,

Ja'Niya Avery

Ja'Niya Avery

BUSINESS LETTER

Top Margin: 2"
Side Margins: 1"

Current Date

(QS)

Ms. Terra Green
1923 Deserama Circle
Cottonwood, AZ 86326

(DS)

Dear Ms. Green

(DS)

This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.

(DS)

This letter style is to be used for FBLA-PBL competition.

(DS)

Sincerely

(QS)

Barbara Small
Director of Education

(DS)

xx

Grading Rubric and Directions

Letter Rubric for Ja'Niya Avery

Organization (20%)	4. Exemplary • Accurately uses correct business writing format and structure <i>20 points</i>	3. Accomplished • Mostly uses correct business writing format and structure <i>15 points</i>	2. Developing • Some notable errors with respect to correct business writing format and structure <i>10 points</i>	1. Beginning • Several notable errors with respect to correct business writing format and structure <i>5 points</i>
Content (20%)	4. Exemplary • Piece of writing clearly states the purpose • Easy to follow • Tone is appropriate for intended audience <i>20 points</i>	3. Accomplished • Piece of writing clearly states the purpose • Somewhat hard to follow • Tone is generally appropriate for intended audience <i>15 points</i>	2. Developing • Purpose of piece of writing is unclear • Hard to follow • Tone is too formal or too informal for intended audience <i>10 points</i>	1. Beginning • Purpose of piece of writing is unclear • Main idea is not supported by explanations or facts • Writing rambles; hard to follow or understand • Tone is inappropriate for intended audience <i>5 points</i>
Appearance (20%)	4. Exemplary • Typed, using correct spacing, font, and format <i>20 points</i>	3. Accomplished • Piece of writing typed with few problems in spacing, font, or format <i>15 points</i>	2. Developing • Piece of writing typed with frequent problems in spacing, font, or format <i>10 points</i>	1. Beginning • Piece of writing not typed; wrong format used and hard to read <i>5 points</i>
Language Usage (20%)	4. Exemplary • Accurate use of punctuation and grammar • No spelling errors <i>20 points</i>	3. Accomplished • One or two mistakes with punctuation or grammar • One or two spelling errors <i>15 points</i>	2. Developing • More than two mistakes in punctuation or grammar • More than two spelling errors <i>10 points</i>	1. Beginning • Incorrect use throughout the letter of punctuation or grammar • Frequent spelling errors distract from letter <i>5 points</i>
Activity Specific (20%)	4. Exemplary • Email follows the template in Wait, How Do I Write This Email? and incorporates clear a mention of the success story from the cover letter to tease the reader <i>20 points</i>	3. Accomplished • Email follows the template in Wait, How Do I Write This Email? and incorporates a somewhat clear mention of the success story from the cover letter to tease the reader <i>15 points</i>	2. Developing • Email follows the template in Wait, How Do I Write This Email? and incorporates a disorganized mention of the success story from the cover letter to tease the reader <i>10 points</i>	1. Beginning • Does not follow email template in Wait, How Do I Write This Email? and does not incorporate a mention of the success story from the cover letter to tease the reader <i>5 points</i>

Excellent letter. Your corrections were made and letter is properly formatted Grade:100

Business Technology
2020 Spring
⋮ S

Instructions
Student work

📄

Email About a Reference Letter

100 points ⋮

Sharonda Bostic Feb 12

Activity: Email About a Reference Letter
Instructions

Reference

Rubric
If you want your teacher to write a reference letter on your behalf, you need to ask in a polite, appropriate and strategic way.

That means request the letter in a professional manner and also encourage the teacher to share a story of your past success so the letter will be authentic and highlight your character.

Instructions:
Step 1
Up above, click the tab next to "Instructions" called "Reference."
You will read the template for how to email your instructor and ask for a reference letter.

Step 2
Click "Add submission" at the bottom of this page and either type in your work or upload a document.

Step 3
Write your own email based on the template in the "Reference" tab.

Remember to include:

- The greeting which includes "Mr./Ms."
- The reason for the reference letter request
- The example of a story in which you stand out

Step 4
Read your work out loud to make sure there are no typos or awkward phrases.

Step 5
Click "Save changes" to submit your work. Then, be ready to share what you wrote.

Separate groups: Lamar High School (Bostic)