

Business Letter to Santa

Happy Holidays Students! Santa has the ability to give the perfect presents to each of you.

Something you've always wanted; something for which you have secretly yearned. Not a vintage metallic orange Mustang, not a new iPod, not designer jeans, because there is a catch -- the gift must be intangible, or abstract. This means that you cannot perceive it directly with the five senses. For example, you might want patience, self-confidence, intuition. Tell Santa what **TWO** abstract qualities you want, why each is a perfect gift, why you need each, and how each will affect your life.



Not only will this gift better yourself, but it will also better others. DECA is putting together a Santa Letter Writing Campaign to help the Make-A-Wish Foundation! For every letter to Santa that Macy's Department Store gets they will donate \$1 to the Make-A-Wish Foundation!!

DUE DATES

	DUE DATE	Points
Rough Draft - *must be uploaded to turnitin.com by 7:00am	Friday, December 7, 2012	15
Peer Editing (In Class)	Friday, December 7, 2012	25
Final Copy - *must be uploaded to turnitin.com by 7:00am	Monday, December 10, 2012	40

Instructions for Business Letter to Santa:

1. Create a business letter to Santa that has all 6 elements: Heading, Inside Address, Salutation, Body, Closing, and Signature.
2. Santa's Address:
Santa's Workshop
Mr. Santa Clause
568 N. Reindeer Way
North Pole, AK 10023
3. Choose **TWO** abstract qualities for which you will ask Santa. Include these **TWO** qualities in a **TWO** point thesis sentence at the end of your introduction.
4. Convince Santa that you deserve these qualities.
5. Each body paragraph needs a topic sentence that requests the quality you want. Then support your topic sentence with reasons or promises. Focus on one quality in each paragraph.
6. Your conclusion should reword your thesis and broaden your topic, perhaps to next year, or the rest of your life, enhanced by these new qualities.
7. Make your paper look like a real business letter. This is a real essay, and it gets a real grade!

Business Letter Outline:

Introduction: In your first paragraph be sure to have your thesis statement at the end. This is a good place to tell Santa how good you have been.

Abstract Quality Paragraph 1: Begin with a topic sentence, supported by reasons and/or promises as to why you want this quality. Be sure to answer: why it is a perfect gift, why you need it, and how it will affect your life.

Abstract Quality Paragraph 2: Begin with a topic sentence, supported by reasons and/or promises as to why you want this quality. Be sure to answer: why it is a perfect gift, why you need it, and how it will affect your life.

Conclusion: Your conclusion should reword your thesis and broaden your topic, perhaps to next year, or the rest of your life, enhanced by these new qualities.

Business Letter to Santa Rubric



	Points Possible	Points Earned
Heading No name Complete return address City, AZ Zip Month date, Year 4 enters	2	
INSIDE ADDRESS Addressee (Mr. & Mrs...) Street Address City, AZ zip 2 enters	2	
SALUTATION Dear: (must have a colon) Formal name of addressee Colon 2 enters	2	
Introduction Single spaced Block format – no Indentation Thesis Statement	5	
Abstract Quality Paragraph 1 Single spaced Block format – no indentation Topic Sentence Support & Reasons Why it is the perfect gif Why you need it How it will affect your life	10	
Abstract Quality Paragraph 2 Single spaced Block format – no indentation Topic Sentence Support & Reasons Why it is the perfect gif Why you need it How it will affect your life	10	
Conclusion Reworded thesis Leaves the reader with something to think about	5	
CLOSING Professional closing Comma 4 enters Signature – cursive / ink Typed formal signature	2	
CONVENTIONS Spelling, grammar, punctuation	2	
TOTAL	40	