

Essential Understandings	<ul style="list-style-type: none">▪ There are many types of correspondence used by business and individuals.▪ Correspondence is used to communicate with other businesses or people.
Essential Questions	<ul style="list-style-type: none">▪ What is a memorandum?▪ What are the two memorandum styles?▪ How are memorandums formatted?▪ What are the basic parts of personal-business and business letters?▪ What are the two formatting styles of a business letter?▪ What is mail merge?
Essential Knowledge	<ul style="list-style-type: none">▪ Memorandums are written messages used by individuals employed by a business or an organization to communicate with one another.▪ The two memorandum styles are: Simplified and Standard.▪ Memorandums use the following formatting specification: 2" top margin; 1" side margins and at least 1" bottom margin.▪ Different business letters are used for different purposes.▪ The basic parts of a personal-business letter are: return address, dateline, letter address, salutation, body, complimentary close, name of writer, reference initials, and attachment/enclosure notation.▪ The basic parts of a business letter are dateline, letter address, salutation, body, complimentary close, name of the writer, attention line, subject line, reference initials, attachment/enclosure notations, second page notations, copy and blind notations, and USPS.▪ The two formatting styles are block and modified block.▪ Mail merge is used to combine information from two files to form a new document.
Vocabulary	<ul style="list-style-type: none">▪ <u>Terms:</u><ul style="list-style-type: none">○ business letter, personal-business letters, simplified and standard memorandums, mail merge, body of a letter, letter parts, style, block, modified block, indented paragraphs, special notations
Essential Skills	<ul style="list-style-type: none">▪ Identify types of correspondence.▪ Compose and produce a business and personal-business letter in block and modified block style.▪ Produce memorandums in standard and simplified formats.▪ Complete a document using mail merge.

<p>Related Maine Learning Results</p>	<p><u>Career and Education Development</u></p> <p>A. Learning About Self and Interpersonal Relationships</p> <p>A4.Carrer and Life Roles</p> <p>Students demonstrate and evaluate successful strategies for accomplishing tasks, balancing career and life roles, and reducing stress in a variety of school, work, and community settings.</p> <p>a. Time management</p> <p>b. Goal-setting</p> <p>c. Resource management</p> <p>B. Learning About and Exploring Education, Career, and Life Roles</p> <p>B2.Skills for Individual/Personal Success in the 21st Century</p> <p>Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.</p> <p>a. Literacy skills</p> <p>b. Numeracy</p> <p>c. Critical thinking skills</p> <p>d. Information and communication technology (ICT) literacy</p> <p>e. Interpersonal skills</p> <p>f. Other academic skills and knowledge</p> <p>B3.Education and Career Information</p> <p>Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.</p> <p>C. Learning to Make Decisions, Plan and Create Opportunities, and Make Meaningful Contributions</p> <p>C1.The Planning Process</p> <p>Students use the planning process to make school-to-school and school-to-work decisions.</p> <p>a. Self-knowledge</p> <p>b. Looking for and creating personal career options</p> <p>c. Decision-making skills</p>
<p>Sample Lessons And Activities</p>	<ul style="list-style-type: none"> ▪ Letters ▪ College search project.

Sample Classroom Assessment Methods	<ul style="list-style-type: none">▪ Observation▪ Tests▪ Quiz▪ Home work assignments
Sample Resources	<ul style="list-style-type: none">▪ <u>Publications:</u><ul style="list-style-type: none">○ <u>Keyboarding and Information Processing</u> – South-Western Educational Publishing▪ <u>Other Resources:</u><ul style="list-style-type: none">○ Teacher made materials