

# ***Business Letter Activities***



***Developed By:***

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## ***Notes to Teacher:***

### ***Business Letter Parts Activity:***

Have the students click on the following letter parts to move and arrange in proper order for two letter styles: Block and Modified Block. When completed, you can either have the students print the letters (remind them to be sure to include their name and style of letter as a footer), or you can have the students raise their hand when finished, and go to their workstation to check! After checking, just say *Yes*—everything is in proper order, or *No*—you do not have it in proper order—keep trying!

When everyone has completed the activity, display it and create the letters on the screen for the students—have students indicate proper layout of parts.

### ***Follow-Up Activities:***

- ***Letter Styles:*** Explain letter styles and where used in business.
- ***Envelopes:*** Demonstrate how to properly prepare an envelope. Be sure to include the feature in Word under Mailings.
- ***Letter Folding:*** Demonstrate how to properly fold letters for various sizes of envelopes.
- ***Two-Letter State Abbreviations:*** Review two-letter state abbreviations. You can also turn this activity into a game by giving the students a sheet with just the state names, and have them list the two-letter state abbreviations. Give them 10 minutes or so. The student who has the most correct wins a small prize! This is also a great small group activity!
- ***Student Letterhead/Letter:*** Have the students create their own personal letterhead using various fonts, lines, borders, graphics, quotes, etc. Show them how to create textboxes to make it easier to move boxes on page. Be sure to remind them to include: Name, Address (city, state, zip), email address, LinkedIn account, etc. This is a fun activity for the students. When finished, check their letterhead, then have the prepare a letter to be sent to you following proper format. Have them include at least three paragraphs, and have them write their letter as an introduction of them to you—goals, hobbies, favorite activities, sports, etc. The students enjoy this project very much!

## ***Notes to Student:***

### ***Business Letter Parts Activity:***

Click on the following letter parts to move and arrange in proper order for two letter styles: Block and Modified Block. When completed, the teacher will have you either print the letters (be sure to include your name and style of letter as a footer), or the teacher will come to your workstation to check!

Inside Address

Complimentary Closing

Signature Block

Reference Initials

Date

Attention Line

Salutation / Greeting

Enclosure(s)

Postscript

Letterhead

Subject Line

Body of Letter