

Title of Lesson: "The Letter Game"

Grade Level(s): 7th through 12th

Materials Needed:

Stopwatch or timer (many timers are available online)

◎ Construction paper or regular printer paper with the following letter components keyed or written on pages (may laminate for durability)

Return Address

Date

Inside Address

Subject Line

Salutation

Body

Complimentary Close

Typed Name

Operator's Initials

Enclosure Notation

Lesson Overview:

Business writing is vital for all business students from accounting to information technology career fields. In this lesson, students will learn the parts of a business letter and correct formatting while playing an interactive game where all students are involved and working as a team. This lesson can be used to introduce business writing.

Learning Objectives:

- ◎ To learn the components of a business letter
- ◎ To learn the proper formatting and spacing of a business letter
- ◎ To improve teamwork and communication skills
- ◎ To have fun and be involved in the learning process
- ◎ To properly format and compose a business letter

Procedures:

1. The business letter is introduced and discussed. An example business letter can be displayed on an overhead or projector. Letter components, formatting, and spacing are reviewed. Resources can be any keyboarding book or business communications textbook. Sample letters may also be found online.

2. All students will form a large circle.
3. Business letter components and spacing (DS, QS) are written on construction paper or printed. These sheets are passed out to all students. Students are told NOT to look at the cards until instructor tells them to begin, so pass out letter parts facedown.
4. Give directions for students to physically place the letter parts in the correct

order. They are not to trade cards but to physically relocate themselves, so that letter parts and spacing are arranged in proper sequence.

5. Give them three minutes to complete.

6. After time is called, review and have any students that are in the incorrect sequence move.

7. After reviewing, take up cards and redistribute. Have group try a second time with no talking and a 60-second time limit. Most groups will meet this challenge. Groups usually have fun with this assignment, and it helps them remember the business letter formatting and components much better.

8. After students finish “The Letter Game”, have students compose a letter reflecting their learning and challenges from participating in “The Letter Game”.

Method of Evaluation (if applicable, please include the answer key on a separate sheet of paper): immediate feedback during The Letter Game and review letter compositions to ensure students used correct business letter format.

Options and variations of lesson (optional):

1. If you have a large class, game can be played in two groups competing against each other for the best time.

2. Have students give a definition or example of their letter part when reviewing. For example, complimentary close is used as a closing such as sincerely or cordially; quadruple space consists of three blank lines and allows room for letter author to sign letter.

3. Play game BEFORE reviewing letter parts to assess prior knowledge of a business letter or to introduce business writing.

4. The content of the written letter can be adapted to course. For example, accounting students could write about an accounting related issue while business math students could write about current interest rates for home loans.

5. Add or remove any letter parts that aren't relevant to your lesson.

Relevance to NBEA or NCTM Standards (see Educator Resources at www.oscpa.com):
Communication

I. Foundations of Communication

Achievement Standard: Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.

Information Technology

V. Application Software Achievement Standard: Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.

VI. Input Technologies Achievement Standard: Use input technologies appropriately to enter and manipulate text and data.

Skills students will gain:

- ⊙ Hands-on experience of letter components and letter writing
- ⊙ Better understanding of letter formatting
- ⊙ An interactive and fun learning experience