

Color-Coded Business Letter Assessment

Handout 3

Using word-processing software, write a letter to the principal asking that your class be allowed to conduct a fund-raising project with the proceeds to be used to purchase a software product that will produce colorful banners for your classroom. You will be able to create these banners to encourage school spirit, to advertise school events, or as part of individual projects. You plan to sell banners to others in the school who might want one for a particular event. All monies raised will be used to buy things for your teacher's room. You want to do this as a surprise for your teacher.

When you have keyed in your letter, run **SPELL CHECK** to check your letter for spelling and grammatical errors. Check it again to be certain you have everything in your final version correct.

Be sure to save your letter periodically so that you will not lose all of your hard work.

When you have finished your letter, color code the parts of the business letter in the following way:

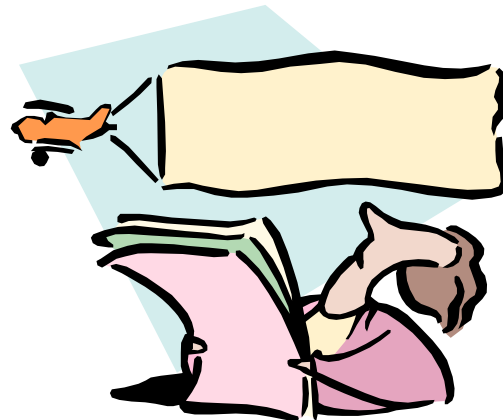
Heading —Orange

Inside address—Yellow

Greeting—Green

Body—Blue

Closing—Red



You will be assessed on the content of your letter, its format, and your identification of the parts of the business letter through color-coding.