

Plan for Social Action

Writing a Business Letter

STEP ONE



- Decide on an issue



STEP TWO

- Figure out who to address



STEP THREE

- Write a letter!
- Follow the directions at <https://owl.english.purdue.edu/owl/resource/653/01/>

First Paragraph

- In the first paragraph, consider a friendly opening and then a statement of the main point.
- “Hello, I’m a student at Lowell Scott and I feel strongly about this issue and I want you to know _____ about it – specifically how it balances/interrupts/coincides with my feelings on security and freedom, which are blah blah and blah.”

First
Paragraph

C

L A I M

- In the first paragraph, consider a hook opening and then a statement of the main point.

M
Hello, I'm a student at
Howell Scott and I feel
strongly about this issue and I
want you to know _____
_____ about _____ specifically
how _____
balances/interrupts/coincides
with my feelings on security
and freedom, which are blah
blah and blah."

Second Paragraph

- The next paragraph should begin justifying the importance of the main point.
- “This issue is important because...And you should pay attention to it because...These people are impacted by it in these ways...More people need to notice this because...My solution would best balance security and freedom by...”

Second
Paragraph

WARFRANT

- The next paragraph should begin justifying the importance of the main point.

- “This issue is important because... And you should pay attention to it because... These people are impacted by it in these ways... More people need to notice this because... My solution would best balance security and freedom by...”

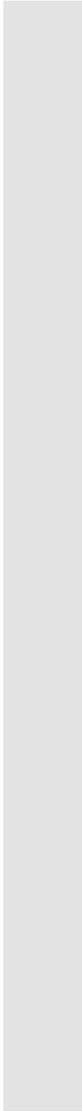
Further Paragraphs

- In the next few paragraphs, continue justification with background information and supporting details.
- “Data shows that...Research indicates...In this poll conducted by so-and-so, X% of people reported... Death/Abduction/Criminal activity rates...”

Further
Paragraphs

EVIDENCE

- In the next few paragraphs, continue justification with background information and supporting detail.
- “Data show that... Research indicates that in this poll conducted by so-and-so, 40% of people reported... Death/Abduction/Criminal activity rates.”



Would anyone like to hear about the opportunity for extra credit?

You can earn 1
extra credit
point (that's
2.5%) if you:

- Receive “basic” or higher on the rubric for all categories
- AND
- Turn in a self-addressed, stamped envelope with your letter

You can earn
an additional
1 extra credit
point (that's
2.5%) if:

- We meet the GT goal of \$1000 for the Santa Project by December 13

That means it's possible to earn
5% extra on this assignment!

That's half a letter grade!