TITLE OF LESSON
Writing Letters that Matter

ACHIEVABLES

- Students will learn about personal business letters including formatting, printing, and layout.
- Students will create a personal letterhead.
- Students will craft a letter based upon an identified need.

SUGGESTED LEARNING OBJECTIVES
For US curriculum: Common Core ELA-Literacy Standards CCRA.W.4 (Production and Distribution of Writing: Produce clear and coherent writing in which the development, organization, and style are appropriate to the task, purpose, and audience.)

PREPARATION

- Students will each need access to a computer with an internet connection.
- Students will need access to a word processor.
- Present the Quick Guide to Canva to onboard your class quickly.
- Students will need to be able to send to a printer (preferably color).
- Read teacher notes.

SUGGESTED LESSON FLOW

Part I: Business Letter Basics

Essential Questions
- What is a business letter?
- What kind of tone should a business letter have?
Introduction Activity (Use Letter Examples)
Show students two examples of letters and ask them to compare the two using the questions below.

- Which letter do you think is more professional? What does “professional” mean?
  - Point out that we are writing a business letter. Business letters are more professional.
- Which letter is more formal? Which one is more informal?
  - Explain that business letters have a formal tone (you may need to explain “tone”).
- Who is each letter addressed to?
  - The professional letter may be to someone the author knows but is more professional in how the person is addressed in the opener.
- How is each letter addressed?
  - Personal letters often don’t include an inside address or return address on the inside letter. Business letters always do as the recipient may throw away the envelope so the letter has to stand on its own without the envelope.
- Are there other differences in the language used?
  - Professional letters do not use contractions or slang and should be polite and respectful.

Presentation (Use How to Write a Business Letter Presentation)
Using the presentation, review what a business letter is as well as the tone and tips for writing one. Let students know that they will be writing their own professional letter when you’re done with the presentation.

Part II: Creation and Formatting of a Business Letter Workshop

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<th>Essential Questions</th>
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<td>- What are the parts of a business letter?</td>
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<td>- What is letterhead? How is it used?</td>
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Create Personal Letterhead

[Action Step 1] What will be on my letterhead? (Use Letterhead Planning Worksheet)
Explain to students that letterhead is used to give letters a professional appearance. Give them the Letterhead Planning Worksheet and help them fill in the information that will be on their letterhead.

[Alternate Step 1] Non-personal Letterhead
If you do not wish students to put their personal information on the letterhead planning worksheet, you may give them information about a fictional company or person, or use the child’s real name with the school address.

[Action Step 2] Design and Print Your Letterhead using Canva (Use Quick Guide to Canva presentation)
Refer to the Quick Guide to Canva presentation to get your students introduced to and familiar with working in Canva.

Graphic Design Notes (Use Quick Tips for Great Design)
Before students start designing, run through the Quick Tips for Great Design one-page reference guide. This includes five important tips for creating an effective design.

Part III: How do I write a letter?

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Class Discussion
Give students tips for drafting an effective letter. Help them understand the importance of “pre-writing” or noting their ideas before they write. Suggest that having three points is an effective way to draft many forms of communication including letter writing and speaking.

[Action Step 3] Draft your letter (Use Business Thank You Letter Drafting Worksheet)
Have your students write a letter to thank someone for a product or service that they provide. If they are writing to thank a company, they may choose to address the letter to the president of the company. The letter should be drafted by hand and then formatted in a word processor. It will be printed on letterhead designed in Canva. For younger students, you can print the letterhead and have students write their letter longhand directly on the printed page, taking care to follow general spacing and alignment guidelines.

Demonstration
Teach students to properly format a business letter.

[Action Step 4] Write, proof, and print your letter
During this stage students will write their letter. Teach them the importance of proofreading letters before they are considered complete. If students type the letter in a word processor, you will want to teach them how to load their paper into the printer to print it properly on letterhead. Ideally, write a real letter for a real purpose. Students want to know that their work matters!

[Action Step 5] Sign your letter
Teach students how to sign their letter before completing their work. Note that many recommend signing in different colored ink to make it clear that it is an original.

HOMEWORK/EXTENSION ACTIVITIES
- Have your students create a business card using Canva
- Have your students create an invitation to a business party using Canva