

## Kansas 4-H 2020-2021 State-wide Communication Project Activities Sunflower Extension District

Your Extension Office will make copies for you.  
Let them know which pages you would like copied and the number of copies you need.  
Activities do not need to be completed in order.

**Activity 1: Communication and Me**

**Activity 2: Follow My Lead**

**Activity 3: Jumping In**

**Activity 4: Let's Write**

**Activity 5: Illustrated Talks**

**Activity 6: Do-able Demo**

\*Each activity contains a handout and closing questions for you to ask your group.



Kansas State University is committed to making its services, activities and programs accessible to all participants. Reasonable accommodations for persons with disabilities may be requested by contacting your Sunflower Extension District #6. Notify staff of accommodation needs as early as possible.  
Kansas State University Agricultural Experiment Station and Cooperative Extension Service.  
K-State Research and Extension is an equal opportunity provider and employer.

**K-STATE** | **4-H**   
Research and Extension | **GROWS HERE**

## Let's Write (Activity 4)

Supplies: Handout, pens/pencils, envelopes, writing paper (optional)

Do you know how to write a letter to request something, thank someone, or express your opinion?

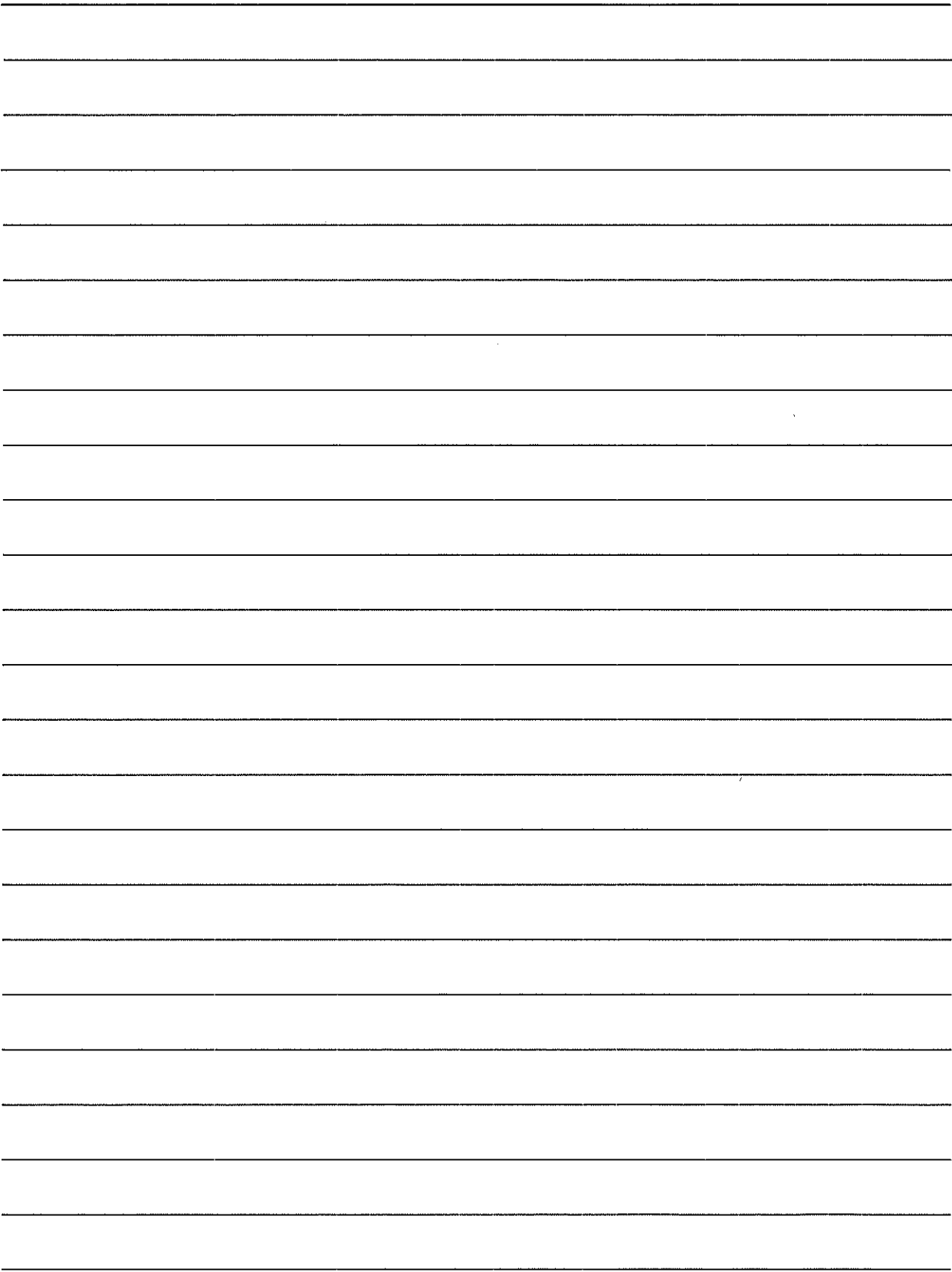
There are times when you will need to write a letter for one or more of these situations and it is important to understand how to write the letter correctly.

1. There are two (2) types of letters you may need to write.
  - a. A business letter could be to request information, to ask for something or thank them for a donation.
  - b. A friendly letter could be to thank an adult for something.
2. Write a letter to someone that you will mail using some of the hints on the attached flier.
3. Address the envelope and mail it!

The diagram shows an envelope layout with three main sections:

- Return Address:** Located in the top left corner, it contains a box with the following text:  
Your name  
Your SPO#  
Luther College  
700 College Drive  
Decorah, Iowa 52101-1045
- Stamp:** Located in the top right corner, it features a small graphic of the American flag with the text "USA" below it.
- Address:** Located in the center of the envelope, it contains a box with the following text:  
Recipient's Full Name  
Business Name  
Street Address  
City State Zip Code  
Country

Lines connect the labels "Return Address", "Stamp", and "Address" to their respective boxes on the envelope.



Time Needed  
30 minutes

# Let's Write

Do you know how to write a letter to request something, thank someone, or express your opinion?

## Introduction

There are many times when you will need to write a letter for one or more of these situations and it is important to understand how to write the letter correctly.

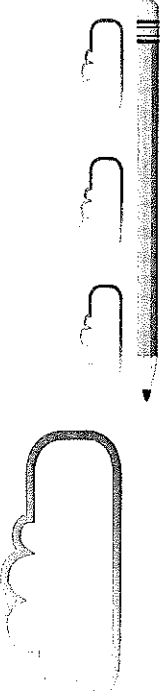
There are many different parts to a letter. Business letters differ from friendly letters in format. A business letter has five basic parts and except for the heading, all parts are flush on the left side of the page. A friendly letter uses indents for each paragraph in the body portion of the letter and further indents the closing and signature, and address and date to the right side of the page. Business letters will formally address the person who receives the letter. Friendly letters will be more informal.

1. Heading: date the letter was written
2. Inside Address: name and address of the company or person whom the letter is for
3. Salutation: the greeting, usually "Dear Mr. , Mrs., Ms. Or Miss"
4. Body: message including who, what, when, where and how of the letter
5. Closing and Signature: salutation, such as "Sincerely" or "With regards" followed by four spaces (where a hand written signature will be added) then the typed name of the sender below the blank lines

An important thing to remember in letters is to be clear and concise about the request. People read to find information so the letter must be relevant and all facts must be clear and concise. The tone of the letter can influence the response so information should be presented in a courteous and thoughtful manner to help assure positive results.

## Learn More

The use of e-mail is common in the business world. It is often appropriate to write and send a business letter via e-mail. The following resource provides helpful hints to consider when writing a business e-mail: <http://writing.colostate.edu/guides/guide.cfm?guideid=74>



## Experience / What to Do

1. After learning about the important parts of a business and friendly letters, have youth practice writing both types of letters. Youth can either hand write the letters using the following formats or use a letter generator developed by the International Reading Association at [http://www.readwritethink.org/files/resources/interactives/letter\\_generator/](http://www.readwritethink.org/files/resources/interactives/letter_generator/)

The business letters could be to request information about a product or service a business offers in the community, and the friendly letter could be thanking an adult for something. If you want to have some added fun have them write their letters to their parents or grandparents using both the business and friendly approach. At your next gathering ask youth which letter produced the best results.

## Did You Know?

Email letters are stored or archived by businesses for a very long time, so it is important to be careful about what you say and how you word your emails. Always be courteous.

## My Sample Business Letter

Return Address  
Heading  
Inside Address  
Salutation  
Body  
Closing  
Signature  
Enclosure

## My Sample Friendly Letter

Return Address  
Date  
Inside Address  
Salutation  
Body  
Signature

## Learner Outcomes

Understand the difference between letter writing formats and choose appropriately

## Education Standard(s)

Core Curriculum Standard: Writing K-5. Produce clear and coherent writing appropriate to task, purpose, and audience.

## Success Indicator

Selecting and writing a letter using either a business or friendly letter format

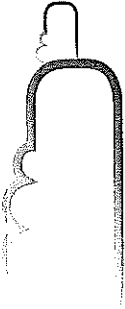
## Life Skill(s)

Communicating with others, Composing letters

**Talk It Over...**

**Share....**

What did you request in your letter?  
What part of the letter was the hardest to write?



**Reflect...**

What did you learn about writing a business letter?  
What did you do to make your request clear and concise to the company?

**Generalize....**

What is important about being able to write a clear and accurate letter?

**Apply...**

When would you use a business letter?  
What other kinds of purposeful letters could you write besides business letter requests?

