

Writing for Success Scope and Sequence

Intermediate Level 2 Letter Writing

Skills Taught

Lessons

	1	2	3	4	5	6	7	8
Knowing and using proofreading marks	✓			✓				✓
Understanding you might send a business letter to a company, your boss, a customer, or someone you don't know	✓	✓	✓	✓	✓	✓	✓	✓
Knowing proper names (names of specific people or places) should be capitalized	✓	✓	✓	✓	✓	✓	✓	✓
Knowing titles of specific creative productions (movies, books, magazines, newspapers, songs, poems, or works of art) should be capitalized	✓							
Knowing only the first and last words and any important words are capitalized in creative productions	✓							
Knowing little words such as and, of, the in the middle of titles are not capitalized	✓							
Knowing the names of continents, countries, states, and provinces are capitalized	✓	✓	✓	✓	✓	✓	✓	✓
Knowing languages, nationalities, cultures, and religions are capitalized	✓							
Knowing salutations and closings in letters are capitalized	✓	✓	✓	✓	✓	✓	✓	✓
Understanding you use formal language when you write a business letter	✓			✓			✓	✓
Understanding formal language uses correct grammar, no contractions, and no slang	✓			✓	✓	✓	✓	✓
Knowing contractions are shorteneded words we use when talking with friends or family	✓			✓	✓	✓	✓	✓
Understanding the way you organize a business letter is called formatting	✓							
Knowing the top of a business letter includes the heading, date, and inside address	✓	✓	✓		✓	✓	✓	
Knowing the next part of a business letter includes the subject line and salutation	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the subject line tells what the letter is about	✓	✓	✓	✓	✓	✓	✓	✓
Understanding if you do not know the gender of the recipient, it is appropriate to use Sir or Madam in the salutation	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the salutation of a business letter ends with a colon	✓	✓	✓	✓	✓	✓	✓	✓
Knowing that if the person to whom you are writing has a title, you write it on the second line of the inside address	✓		✓		✓	✓	✓	
Knowing business letters end with a closing such as Sincerely, Respectfully yours, Yours truly	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the closing ends with a comma	✓	✓	✓	✓	✓	✓	✓	✓
Knowing you skip four lines after the closing before signing the business letter in cursive	✓	✓	✓	✓	✓	✓	✓	✓
Knowing the cursive signature is followed by a typed or printed signature to make the signature easy to read	✓	✓	✓	✓	✓	✓	✓	✓

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Knowing correct audience behavior includes listening attentively to the reader, sitting quietly, eyes on the reader, looking interested	✓				✓			
Knowing you skip one line after the salutation of the letter before beginning the first body paragraph	✓	✓	✓	✓	✓	✓	✓	✓
Knowing you skip one line after the last paragraph before writing the closing	✓	✓	✓	✓	✓	✓	✓	✓
Remembering to place a comma between the city and state in an address	✓	✓	✓	✓	✓	✓	✓	✓
Knowing an email address may be included below the typed or printed signature	✓	✓	✓	✓	✓	✓	✓	✓
Remembering that each new sentence in a business letter begins with a capital letter	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a business letter may be written to share ideas with a company, make a complaint, or ask for information	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a letter of inquiry is written to ask about a service or product	✓	✓	✓	✓				
Knowing an effective letter of inquiry clearly states the reason for writing the letter in the opening paragraph and gets to the point quickly so as not to waste the reader's time	✓	✓	✓	✓				
Knowing the body of a letter of inquiry includes questions about the information needed	✓	✓	✓					
Knowing the body of a letter of inquiry needs to include reasons, facts, and examples	✓	✓	✓	✓				
Knowing the body of a letter of inquiry should comment on the importance of receiving the requested information	✓	✓	✓	✓				
Knowing the last paragraph of a letter of inquiry or complaint should express appreciation for the reader's time and encourage them to reply quickly	✓	✓	✓	✓	✓	✓	✓	✓
Knowing a comma is a punctuation mark that separates items so they are easier to read		✓				✓	✓	
Knowing when you write a date, you put a comma between the day and the year		✓	✓	✓	✓	✓	✓	✓
Knowing the name of a month starts with a capital letter		✓	✓	✓	✓	✓	✓	✓
Knowing a colon is a punctuation mark that tells the reader some information is about to be given		✓					✓	
Knowing titles of people such as Doctor or Mister begin with a capital letter when used with a name		✓	✓	✓	✓	✓	✓	✓
Knowing a business letter begins at the left margin		✓					✓	
Knowing the subject line of a business letter begins with R-e colon		✓			✓		✓	✓
Using a graphic organizer		✓	✓			✓	✓	
Brainstorming		✓	✓			✓	✓	
Editing a business letter of inquiry collaboratively		✓						

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Knowing action verbs tell whether the action was done in the past, present, or future and that it is called verb tense		✓						
Knowing writers must use consistent verb tense		✓						
Knowing addresses for letters are written with postal abbreviations in all capital letters with no periods			✓	✓	✓	✓	✓	✓
Knowing that if a state name is two words, the first letter of each word is written as the postal abbreviation		✓						
Knowing that some state postal abbreviations use the first two letters of the state name		✓						
Knowing that some state postal abbreviations use the first and some letters of the state name		✓						
Knowing some state postal abbreviations are exceptions to the rules		✓						
Drafting a business letter of inquiry independently			✓					
Editing an independently written business letter of inquiry				✓				
Knowing the correct abbreviations and capitalization for use in addresses				✓	✓	✓	✓	✓
Proofreading a business letter of inquiry with a partner				✓				
Publishing a business letter of inquiry				✓				
Presenting a business letter of inquiry				✓				
Evaluating a letter using a rubric				✓				✓
Knowing an envelope should have a return address in the upper left corner					✓			
Knowing an envelope should have a mailing address in the middle of the envelope					✓			
Knowing a stamp needs to be in the upper right corner of the envelope					✓			
Knowing a business letter of complaint explains a problem and asks that it be corrected					✓	✓	✓	
Knowing the heading of a business letter of complaint includes your address					✓	✓		
Knowing a business letter of complaint gives details about the problem and offers one or more solutions					✓	✓	✓	✓
Knowing the body of a business letter of complaint should open with a positive comment					✓	✓	✓	✓
Knowing an effective letter of complaint clearly states the reason for writing in the opening paragraph and gets to the point quickly so as not to waste the reader's time					✓	✓	✓	✓
Knowing an effective letter of complaint includes reasons, facts, and examples					✓	✓	✓	✓
Using language that encourages the reader to act on the request					✓	✓	✓	✓
Knowing an effective business letter of complaint says what the writer is willing to do to help solve the problem					✓	✓	✓	✓
Using specific vocabulary to make ideas clearer for the reader						✓	✓	✓

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Knowing business letters should be short and clear so busy recipients can read them quickly						✓	✓	✓
Eliminating unnecessary words to make business letters short and clear						✓	✓	✓
Cutting unnecessary ideas in business letters to make them short and clear						✓	✓	✓
Using one strong word for two weak words to make business letters short and clear						✓	✓	
Drafting a business letter of complaint collaboratively						✓		
Skipping one line when starting each new paragraph in a business letter						✓	✓	✓
Closing a business letter of complaint by stating appreciation for the time taken to read and consider the suggestions						✓	✓	✓
Using precise and compelling language in a business letter of complaint						✓	✓	✓
Eliminating repetitious information in a business letter of complaint						✓	✓	✓
Editing a business letter of complaint collaboratively						✓		
Using bullets to make a list of items easier to read							✓	
Knowing bulleted lists use only the most important words, omitting little words such as and, the, with, and from							✓	
Making a more specific list of sub-items in a bulleted list by using a different type of bullet and indenting the sub-list							✓	
Using parentheses to surround sub-items in a list that uses commas							✓	
Knowing a hyphen is a short line used to connect two words and to make a new word							✓	
Knowing an em dash is longer than a hyphen and is used to show surprise, a change of thought, suspense, excitement, or add emphasis							✓	
Knowing a back slash looks like a slanted letter l and means or							✓	
Knowing an asterisk looks like a tiny star at the top of a word, is used in pairs, and tells the reader to look for more information at the second asterisk							✓	
Drafting a business letter of complaint independently							✓	
Knowing sentences need to be complete so they make sense to the reader								✓
Knowing a complete sentence tells of someone or something doing an action or in a state of being								✓
Knowing the someone or something in a sentence is the subject								✓
Knowing the predicate in a sentence tells what the subject is doing								✓
Knowing a simple sentence contains a subject and a predicate and makes sense								✓
Knowing a compound sentence consists of two connected simple sentences called main clauses								✓

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Knowing a main clause has a subject and a predicate and can stand alone as a sentence								✓
Knowing one way to make a compound sentence is by connecting two main clauses with a conjunction such as and								✓
Knowing another way to make a compound sentence is by connecting two main clauses with a semicolon								✓
Knowing a subordinate clause is a group of words that contains a subject and a predicate but does not express a complete thought and cannot stand alone as a sentence								✓
Knowing a subordinate clause is always combined with a main clause to make a complete sentence								✓
Knowing a complex sentence contains one main clause and one or more subordinate clauses to make a complete sentence								✓
Knowing one type of incomplete sentence is a fragment because it is missing a subject or a predicate								✓
Editing an independently written business letter of complaint								✓
Knowing revising is changing ideas								✓
Knowing proofreading is checking for correct punctuation, capitalization, grammar and usage, and standard spelling								✓
Proofreading a business letter of complaint with a partner								✓
Publishing a business letter of complaint								✓
Presenting a business letter of complaint								✓