

ELA 9 Functional Writing Assignment Outline

NAME OF SENDER
STREET ADDRESS OF SENDER
CITY PROV POSTAL CODE

NAME OF RECIEPIENT
POSITION
COMPANY
STREET ADDRESS OF RECIEPIENT
CITY PROV POSTAL CODE

Things to remember – *The Envelope*:

- Everything is CAPITALIZED on the envelope ONLY
- The mailing address needs to be left justified (not middle justified)
- There is ONE space between city and province, but TWO spaces between province and postal code
- Use abbreviations for everything that applies – ST, AVE, BLVD, CIR, AB, etc.
- No punctuation in the address, unless it is part of the name

Things to remember – *The Letter*:

- No name in Heading
- Four (4) spaces between Heading and Inside Address, one (1) if handwritten
- Address formats – Name, Position, Company, Street Address, City/Prov/Postal Code
- Salutation should be formal (Dear Mr./Mrs.) followed by their last name and colon (:)
- Double space the body paragraphs
- Follow the format
- Maintain a formal tone
- Ensure all relevant information in the situation sheet is used, and add more to the background
- Justify your request to be convincing
- Conclude and thank the recipient. Leave your contact information behind
- Always sign off with “Yours truly,” – note the capitalization and punctuation (Closing)

Street Address of Sender
City Prov Postal Code
Month Date, Year

Name of Recipient
Position
Company
Street Address of Recipient
City Prov Postal Code

Dear Mr./Mrs. Smith:

Paragraph 1 – introductions

- Introduce yourself – “My name is...” followed by who you are
- State your purpose for writing – “I am writing to you today regarding/to...”

Paragraph 2 – background

- Give background information to the purpose of your writing – A decent amount of these would be found in your situation sheet
- You MUST ADD additional detail – use your creativity to give the purpose and request more relevance. Make sure it is still connected to the overall situation and purpose though

Paragraph 3 – request

- State your request – This will be stated in the situation sheet, be sure to mirror exactly what is asked
- Justify your request – state reasons why your request should be met, how it will benefit the recipient as well as you
- Be formal and convincing

Paragraph 4 – thanks

- Conclude and allude to any attached documents
- Thank the recipient for their time and consideration
- Leave contact information for them to reply or seek more information

Yours truly,

Signature

Name of Sender