

# **EXPOSITORY WRITING BY RAZZLE DAZZLE SAMPLER**

**Takes the Stress Out of Teaching Essay and Research Paper  
Writing**

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Includes a Tool Box  
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## Introduction to Expository Writing By Razzle Dazzle

This expository writing program has a years worth of lessons that can be used from year to year and integrated into all subjects taught.

The program includes:

- Easy to follow instructions for writing essays and research papers that incorporates the writing process of brainstorming, pre-writing, writing rough drafts, editing, producing a final draft, art, and publishing by sharing with others.
- Helpful hints for teaching expository writing and keeping students motivated.
- Scoring guides for each lesson specific to the skills taught.
- Additional scoring guides that incorporate the six writing traits.
  - Each lesson has an idea organizer page with helpful topic ideas.
  - Each lesson breaks the writing down into paragraphs
- A Tool Box that students may refer to if they have questions about punctuation, grammar, parts of speech, or capitalization.

Expository Writing  
By Razzle Dazzle  
Sample Lesson

And

Scoring Guide

## Writing A Business Letter

A business letter is a way of asking for or sharing information in order to accomplish a task such as writing a special report or doing a research paper, expressing an opinion, or complaining about something that is or has caused a problem.

Business letters are short and concise, meaning they get to the point and do not discuss the subject at length. Make sure the subject is clear and the correct business letter format is used.

The business letter is written in a specific format with six parts:

1. **Heading** – The heading contains the address of the person sending the letter (which is usually you) and the date. It placed in the left hand margin of the paper
2. **Inside address** – The inside address is the name and address of the person or group you are writing the letter to. It is placed four to six lines beneath the heading
3. **Salutation or greeting** – This is the way you say hello to the person you are writing to. In a business letter a colon follows the salutation or greeting and the salutation is placed two spaces below the inside address  
**Example: Dear Mr. Smith:**  
**Dear Sir:**
4. **Body** – The body of the letter is written in paragraphs. You put two spaces between each paragraph. The body begins two lines beneath the salutation
5. **Closing** – This is the way you say good-bye. The closing should be placed two lines beneath the body and should not be indented. Only capitalize the beginning word in the closing and follow the closing with a comma.
6. **Signature** – Four to six lines beneath the closing type your name if you are using a computer, then sign your name between the closing and your typed name. If you are not using a computer, just sign your name.

### **Steps for writing a business letter:**

1. Use the *Business Letter Example* and go over formatting of the six parts of a business letter. Be sure to keep the example to use when writing business letters in the future.
2. Use the *Idea Organizer* and begin thinking of what you want to say in your business letter.
3. Use the *Pre-writing Format* and put your ideas in the correct format for writing the rough draft.
4. Write the first rough draft using the *Scoring Rubric* as a guide.
5. Have a peer, teacher, or parent edit the first draft.
6. Write a second draft.
7. Edit the second draft.
8. Write the final letter,
9. Assess the final letter using the *Scoring Rubric* and attach it to the final letter.
10. Turn the letter in to instructor for final assessment.
11. Publish the final letter by sharing with family, classmates, or friends.

## Business Letter Example

Heading:

**29655 State Street  
Bastrop, Texas 59000  
July 5, 2006**

} Four to Six Spaces

Inside  
Address:

**Ms. Ella Johnson  
President  
Perfect Publishing Company  
11256 Main Street  
Merryville, Illinois 56789**

} Double Space

Greeting:

**Dear Ms. Johnson:**

} Double Space

Body:

**Every student in our school band is writing a personal memoir. When we finish we would like to put them all together in one bound book, which we want to sell to make money for a band trip to the state band finals this year.**

} Double Space Between All Paragraphs

**Could you please send us the information about how we can go about getting our book bound? We need to know the following:**

- 1. How much will it cost per book?**
- 2. How long will it take to get it bound?**
- 3. Would it be possible to print it in color?**

Closing:

**We need this information as soon as possible and would appreciate your prompt reply.**

} Double Space

**Sincerely,**

Signature:

*Kisha Jones*

} Four Spaces

**Kisha Jones**



## Idea Organizer for A Business Letter

**To whom will you write the letter?**

**What are the address and the date? Include their title, if the person has one.**

**Think of a greeting. Make sure you put a colon after the greeting.**

**What are some ideas of what you would like to say in your business letter? Are you requesting information, offering your opinion, or complaining about something?**

**Think of a closing for your letter that is not too personal. "Sincerely" or "Yours truly" are two examples.**



# Scoring Rubric for Assessing A Business Letter

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Assignment \_\_\_\_\_

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**Points**

**Heading: address and date** 1 – 4pts \_\_\_\_\_  
student instructor

4 – formatted, spelled, capitalized, punctuated correctly 3 – mostly formatted, spelled, capitalized and punctuated correctly  
2 – some correct formatting, spelling, capitalizing, and punctuating done correctly 1 – very little or no formatting, spelling, capitalization or punctuation

**Inside address** 1 – 4pts \_\_\_\_\_  
student instructor

4 – formatted, spelled, capitalized, punctuated correctly 3 – mostly formatted, spelled, capitalized and punctuated correctly  
2 – some correct formatting, spelling, capitalizing, and punctuating done correctly 1 – very little or no formatting, spelling, capitalization or punctuation

**Greeting or salutation** 1 – 4pts \_\_\_\_\_  
student instructor

4 – formatted, capitalized, spelled, and punctuated correctly 3 – mostly formatted, capitalized, spelled, and capitalized correctly  
2 – some correct formatting, spelling, capitalizing, and punctuating done correctly 1 – very little formatting, spelling, capitalization or punctuation

**Body: what you want to say to the person you are writing to** 1 – 4pts \_\_\_\_\_  
student instructor

4 – excellent paragraphing and conventions, very interesting. 3 – very few mistakes in paragraphing and conventions, interesting.  
2 – several mistakes in paragraphing and conventions, somewhat interesting. 1 – little evidence of paragraphing and convention, not interesting.

**Closing: saying goodbye** 1 – 4pts \_\_\_\_\_  
student instructor

4 – formatted, capitalized, spelled, and punctuated correctly 3 – mostly formatted, capitalized, spelled, and capitalized correctly  
2 – some correct formatting, spelling, capitalizing, and punctuating done correctly 1 – very little or no formatting, spelling, capitalization or punctuation

**Letter is legibly written, easy to read, and neat** 1 – 4pts \_\_\_\_\_  
student instructor

4 - excellent penmanship, easy to read very neat 3 – good penmanship, mostly easy to read and neat 2 – somewhat difficult to read, need to work on penmanship, and could be neater 1 – difficult to read and not neat, very poor penmanship

**Points:**     20 – 24 =A     15 – 19=B     10 – 14 = C     5 – 9=D     0 – 4=F

Student's self scoring total points 0 – 24 \_\_\_\_\_

Instructor's points 0 – 24 \_\_\_\_\_

Final Grade \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_