

Parent Survey:  
Writing in the Workplace

Student name \_\_\_\_\_

Parent name \_\_\_\_\_

Type of occupation \_\_\_\_\_

Name three ways that you use writing in your occupation:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Is being a good writer important in your occupation?

Yes No

Thank you for completing this survey with your child and sending it back to school the next school day. We will be using it for a class activity.

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## Career Writing Prompts

Choose one prompt from below to write a business letter on the template provided.

### **Option 1**     **Doctor's letter to a patient:**

Write a letter to a patient regarding a missed doctor's appointment. Be sure to include:

- a. an introduction stating the reason for the letter
- b. the missed appointment date and time
- c. how to reschedule the appointment (encourage them to call immediately), and a phone number
- d. an explanation of how this is an inconvenience to others
- e. the address from below on the business address line of template
- f. the closure

Address for business address section: (Write exactly as shown below.)

Dr. Bill J. Beason M.D.  
301 Longvue Drive  
Boone, N.C. 28607

### **Option 2**     **Attorney's letter to a client:**

Write a letter to a client regarding a speeding ticket. Be sure to include:

- a. an introduction
- b. the date and time of speeding ticket
- c. the details of ticket including speed and where the client received the ticket
- d. fees: court fee - \$100.00; attorney fee - \$300.00. All fees must be paid in full before court date of [month, day, year].
- e. the address from below on the business address line of template
- f. the closure

Address for business address section: (Write exactly as shown below.)

Mr. Bob Johnson, Attorney at Law  
425 Smith Avenue  
Clemmons, N.C. 27012

### **Option 3**     **Principal's letter to a parent:**

Write a letter to a parent whose child received a D1 for disrespectful behavior with a teacher. Be sure to include:

- a. an introduction
- b. the details of the offense including the teacher's name
- c. the date and time of the offense
- d. the consequences of the offense
- e. the address from below on business line of template
- f. the closure

Address for business address section: (Write exactly as shown below.)

Clemmons Middle School  
Sandra Hunter, Principal  
3785 Fraternity Church Road  
Winston-Salem, N.C. 27127

**Option 4**     **Food Lion Manager to Sysco Food Distributors:**

Write a letter to Sysco Food Distributors regarding your a low supply of DiGiorno Pizza. The last shipment was low in pepperoni and supreme pizzas. The store is about to run out before the next scheduled delivery. Be sure to include:

- a. an introduction
- b. a statement of the problem
- c. a new requested delivery date for the pizza
- d. the amount of product requested
- e. the address from below on the business line of template
- f. the closure

Address for business address section: (Write exactly as shown below.)

Food Lion Grocery Store  
Tom Jacobs, manager  
1163 Stratford Road  
Winston-Salem, N.C. 27127

## Sample Business Letter for Editing

Below is a sample business letter. This letter needs to be edited for mistakes. Use the editing marks at the bottom of the page to correct any mistakes.

Fluffy's Veterinarian Clinic  
Dr. Snoopy Tailwagger  
5249 Furball Way  
Winston-Salem, N.C. 27106

june 4 2006

Dear mr watson

our records indicate that its time to bring in your pet cat garfield for his yearly checkup his last office visit was on May 5, 2005 in order for him to remain healthy and in shape, we need to keep a close watch on his diet weight and exercise plan in addition he needs to have his yearly rabies shot flea shot and teeth cleaning

The health of our animals is very important to us and we request that you call as soon as possible to set up an appointment our phone number is 336-695-9997. We can be reached between the hours of 8:30 a.m. and 5:30 p.m. thank you for your prompt attention to this matter we look forward to seeing you and garfield soon

sincerely,

Dr. snoopy tailwagger



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

## Editing marks

Use the editing marks below to edit the sample business letter.

Capitalize	<u>    </u> <u>    </u> <b>mrs. gregory</b>
Replace word	B. <del>blue</del> <sup>red</sup>
Lower case	C. <b>MRS. GREGORY</b> <sup>lc</sup>
Delete	D. <del>Go out</del> to the store.
Add a space	F. Go <sup>^</sup> to <sub>i</sub> the store.
Insert	G. Go to <sup>^</sup> desk. your
Spelling error	H. <sup>sp</sup> <del>Feb.</del> 20, 2002
Change order of words or transpose	Go <del>the</del> to <del>car</del> .
Indent	<span style="border-left: 1px solid red; padding-left: 10px;">The story was about a little boy....</span>
Add punctuation	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">,</span> and

