

Business Letter: Arrow Shoe Company

Directions: The following letter was written to convince you to purchase a pair of athletic shoes. Read the letter once to yourself. Does it convince you to buy the shoes? Then practice reading the letter orally in a way the writer of the letter might read it.

Dear Mr./Ms. Hastings:

Are you an athlete? Do you play football with friends? Are you on your school basketball team? Would you like to learn to play tennis? All of these sports require that you be fast on your feet. You'll need to run fast, stop on a dime, and make quick turns. In order to do these things, you need the right athletic shoes.

Fortunately for you, the Arrow Shoe Company is opening a new store on Main and Market Streets. I'd like to personally invite you to come to our store any day after school to take a look at the great selection of shoes we have in stock. We have every color you can imagine. And, best of all, we sell our shoes at a price that you and your family can afford. So, the next time you are on Main Street, stop by the Arrow Shoe Company store and let us sell you the shoes that will help you become the best athlete you can be.

Sincerely,

Anthony Fottle

Store Manager

Business Letter: Central Cereal Company

Directions: The following letter was written to convince you to work for the Central Cereal Company. Read the letter once to yourself. Does it convince you to go to work for the company? Then practice reading the letter orally in a way the writer of the letter might read it.

Dear Ms./Mr. Semolina:

It is always nice to have some extra spending money. Are you interested in adding to your income? We are a new company in town looking for young people who are interested in adding to their income through a few hours of work every week. Our company, the Central Cereal Company, has developed a new breakfast cereal, called Energy Wheats, that is guaranteed to add energy to any person who has it for breakfast each morning. No more getting up at the crack of dawn feeling tired and drowsy. Now young people who have Energy Wheats will be ready for each new day of school. All we ask is that you put flyers advertising Energy Wheats at the door of all the people who live in your neighborhood. The flyer contains a coupon worth \$1.00 off each box of Energy Wheats. Your neighbors will love Energy Wheats, and they will love you for introducing them to this great product. Please call 800-ENR-WHTS if you are interested in working for us. We hope to hear from you very soon.

Sincerely,

Alexa B. Reckfast

Marketing Director

Friendly Letter: Get Well, Jasmine

Directions: The following get-well letter was written by a student. Read it to yourself once. Then practice reading the letter orally in a way that Logan, the writer, might read it.

Dear Jasmine:

I want to send you this note to tell you how much I missed you in school this week. Our teacher says that you have been ill and were told to stay home by your doctor. I sure hope you get well soon; we need you here in school with us! Last week was a pretty tough week in school. We had tests every day, and you know how much I love tests! On the fun side, we had our annual school basketball game between the students and the teachers. Can you believe the students won? I wonder if the teachers let us win. You know Mrs. Smithers is such a good player, and yet she did not make one basket. Well, that's about all that happened last week. Please give me a call at home if you feel like it. I can't wait to see your smiling face again when you're back in school. Take care.

Your friend,

Logan

Friendly Letter: Thank You, Grandma and Grandpa

Directions: The following thank-you letter was written by a young person to her grandparents. Read the letter once to yourself. Then practice reading the letter orally in a way Kim, the writer, might read it.

Dear Grandma and Grandpa:

You are the BEST grandparents ever! I received your birthday card in the mail yesterday. Mom let me open it then, even though my birthday wasn't until today. How did you know that I wanted tickets to the Cranky Keys concert? They are so popular that I didn't think I would even be able to see them. All their concerts in other cities sold out! And yet, you came through for me. Thank you, thank you, thank you! I wish you could go to the concert with me. In fact, I wish you lived closer so that we could see each other more in person rather than having to write letters to each other. Please know how much I love you. I can't wait to see you next month when we come for a visit. I'll tell you all about the concert then.

Love,

Kim

