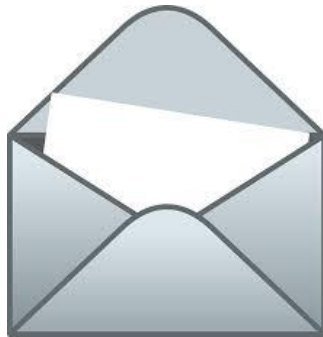


Keyboarding
Community Study Guide
Cycle: Interdependence



Overview: The business letter is a formal type of communication. It is different that a personal letter. There is a specific objective and more formal language is used. The format, how spacing and margins are used, is different from a personal letter. This week we will be taking a look at business letters and applying our typing skills to creating properly formatted letters.

Essential question: Determine some situations in your future when you would benefit in using a business letter format to achieve a specific objective.

Day 1

- ___ Email you warm up to Emily.goddard@mmalions.org
- ___ Participate in the presentation comparing personal and business letter formats
- ___ Log onto a browser and type in **Kahoot.it** in the address bar
- ___ Record the proper pin and see how you do with your new business letter format knowledge
- ___ You have the remainder of the class for your timings or binder work

Day 2

- ___ Email you warm up to Emily.goddard@mmalions.org
- ___ Now we are going to learn, step by step, how to compose a business letter using Word
- ___ Go to the root folder in the keyboarding folder on the student drive and copy LETTER1 and paste it into your own keyboarding folder
- ___ Follow along with Ms. Emily on formatting your first business letter. Save your work in your own folder.
- ___ Any extra time you have you are welcome to work on timings or binder work.

Day 3

- ___ Email you warm up to Emily.goddard@mmalions.org
- ___ Let's try Kahoot one more time
- ___ Fly solo by typing LETTER2, it's in the root folder
- ___ Any extra time you have you are welcome to work on timings or binder work.