

Personal Business Letters  
Computer Applications – Semester 1

**ENGLISH AND CAHSEE CONTENT STANDARDS TAUGHT:**

**Reading**

Word Analysis, Fluency, and Systematic Vocabulary Development

- 1.1 Identify and use the literal and figurative meanings of words and understand words derivations.

Reading Comprehension

- 2.1 Analyze the structure and format of business workplace documents.
- 2.2 Prepare a bibliography of reference materials for a report using a variety of sources.
- 2.3 Synthesize the content from several sources or works by a single author dealing with a single issue; paraphrase the ideas and connect them to other sources and related topics to demonstrate comprehension.
- 2.6 Demonstrate the use of sophisticated learning tools by following technical directions.

Writing Applications

- 2.4 Write business letters.

---

**Format the following Personal Business Letters (PBL) using Microsoft Word. Follow the format as introduced in the previous introductory letter. Adhere to the following:**

Style: Block Style

Justification: Left

- Every line begins at the left margin -- no paragraph indents

Margins: 1.25 inches (left and right)

Alignment: Center Vertically

- File . . . Page Set-up . . . Layout . . . Vertical Alignment (Center)

Date: Current Date

Punctuation: Closed

- Punctuation after both the salutation and closing

Line Spacing: Block Style Formatting

**Further Notes:** Personal Business Letters are written on plain paper. No letterhead is used. A Personal Business Letter is sent by an individual **NOT** by a business or corporation.

**Saving:** Save the letters in your **Word** Folder with the following **file names:**

PBL 1

PBL 3

PBL 2

PBL 4

Personal Business Letters  
Computer Applications – Semester 1

**File Name: PBL 1**

Current Date

Ms. Laura J. Marsh  
2274 Cogswell Road  
Antelope, CA 95843

Dear Ms. Marsh:

How fortunate you are to have Dr. Mark C. Gibson as a speaker for the December meeting of the Antelope PTA. If he speaks as well as he writes, your meeting will be a success.

Because I strongly support the effort Antelope schools are making to assure computer literacy for all students. I would like to bring three guests, not two, to the meeting. All three names are listed on the enclosed card. If the limit is two guests per member, please let me know.

We need parental support for the Computer Applications program to be the success it should be. You are to be commended for arranging this informative program for us.

Cordially yours,

Your Full Name  
Your street address  
Your city, state, and zip code

Enclosure

Personal Business Letters  
Computer Applications – Semester 1

**File Name: PBL 2**

**Instructions:** Format the following letter in block style on plain paper. Since this letter is very short, set the left and right margins to **1.5 inches**. Remember to format the letter using the same guidelines as **PBL 1**. Don't forget to center vertical alignment and use current date. Proofread **BEFORE** you print!!

**Further Note:** The vertical line ( | ) below indicates press the enter key but **DOES NOT** indicate the number of times. You will need to determine the formatting!!

-----  
Current date | Mr. Hans Schmidt | Bucherer Watch Company | 730 Fifth Avenue | New  
York, NY 10019-2046 | Dear Mr. Schmidt: |

If anyone can repair a thin line Bucherer watch, you are that person. So said Ms. Olga Melchior, manager of the jewelry department of Kay Jewelers in downtown Sacramento.

Ms. Melchior has fixed my watch twice before, but she thinks it now needs attention that only a licensed Bucherer shop and jeweler can master. In fact, she believes the entire mechanical works may need to be replaced. The case and band are of such high value that I want to do whatever must be done to make the watch useful again.

Please use the enclosed postage paid envelope to send me an estimate of the cost of repair and what I should do next. The watch case number is #904618 in the event the number may be of use. The watch was purchased in Geneva in July 2003. I do not know the exact name of the shop where I purchased the watch.

Thanks for your attention in this matter.

Sincerely yours, | Your full name | Street Address | City, State, Zip Code | Enclosure

-----  
**File Name: PBL 3**

**Instructions:** The third Personal Business Letter will be a letter you compose and address to the principal, Mr. Mike Jordan. Use the same format as the previous Personal Business Letters. Proofread **BEFORE** you print!!

**Further Note:** You will be composing a two-paragraph letter. Remember, a paragraph is 5-8 GOOD sentences. Grammar, spelling, and sentence structure are very important!!

**The Inside Address is:**

Mr. Mike Jordan, Principal  
Center High School  
3111 Center Court Lane  
Antelope, CA 95843

Personal Business Letters  
Computer Applications – Semester 1

**\*\*You decide an appropriate business Salutation and Complimentary Closing.**

**Paragraph One:** Introduce yourself to Mr. Jordan. Tell him at least **two** things you like so far about Center High School. This could be anything from athletics, pep rallies, classes, school scheduling, etc.

**Paragraph Two:** Tell Mr. Jordan at least two things you would like to see changed for the next school year. Examples: lunch time, food, block scheduling, school hours, rallies, class offerings, etc.

**\*\*Remember to use an excellent closing sentence!!**

---

**File Name: PBL 4**

**Instructions:** The fourth Personal Business Letter will be a letter you compose and address to the manager of WalMart. Use the same format as the previous Personal Business Letters. Proofread **BEFORE** you print!!

**Further Note:** You will be composing a two-paragraph letter. Remember, a paragraph is 5-8 GOOD sentences. Grammar, spelling, and sentence structure are very important!!

**Situation:** On Saturday, November 6, you bought a pair of pants at the local WalMart on Watt Avenue. When you got home and put them on, you found that one of the seams in the right leg had not been sewn properly. You unfortunately, lost the receipt of purchase.

When you took the pants back to the store the next day, they refused to refund your money or give you an exchange or store credit. The manager was not in the store when you came in for the refund.

You are now writing a letter of explanation (**NOT** a complaint letter) to the Manager of WalMart. You do not know the manager's name OR if the manager is male or female!! Please write a two-paragraph letter explaining the situation and requesting either a new pair of pants, store credit, or the return of your money.

Address the letter to:

Manager  
WalMart  
8130 Watt Avenue  
Antelope, CA 95843

**\*\*You decide an appropriate Salutation and Complimentary Closing.**

**\*\* Remember to use an excellent closing sentence!!**