

Small Business Letter Computer Applications

Students write a formal letter to their favorite small business in Google Docs.

Includes all prompts for students to follow.

Great for a Sub day!





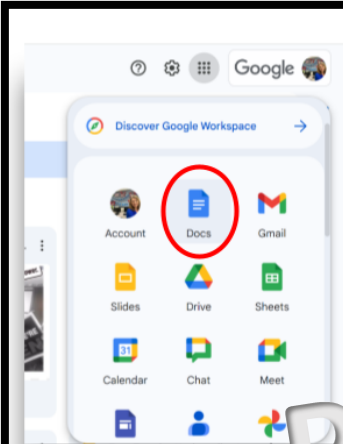
**An engaging way to learn some
valuable life skills -**

**Formal letter writing &
Addressing an envelope
for Valentine's Day
...or ANYTIME!**

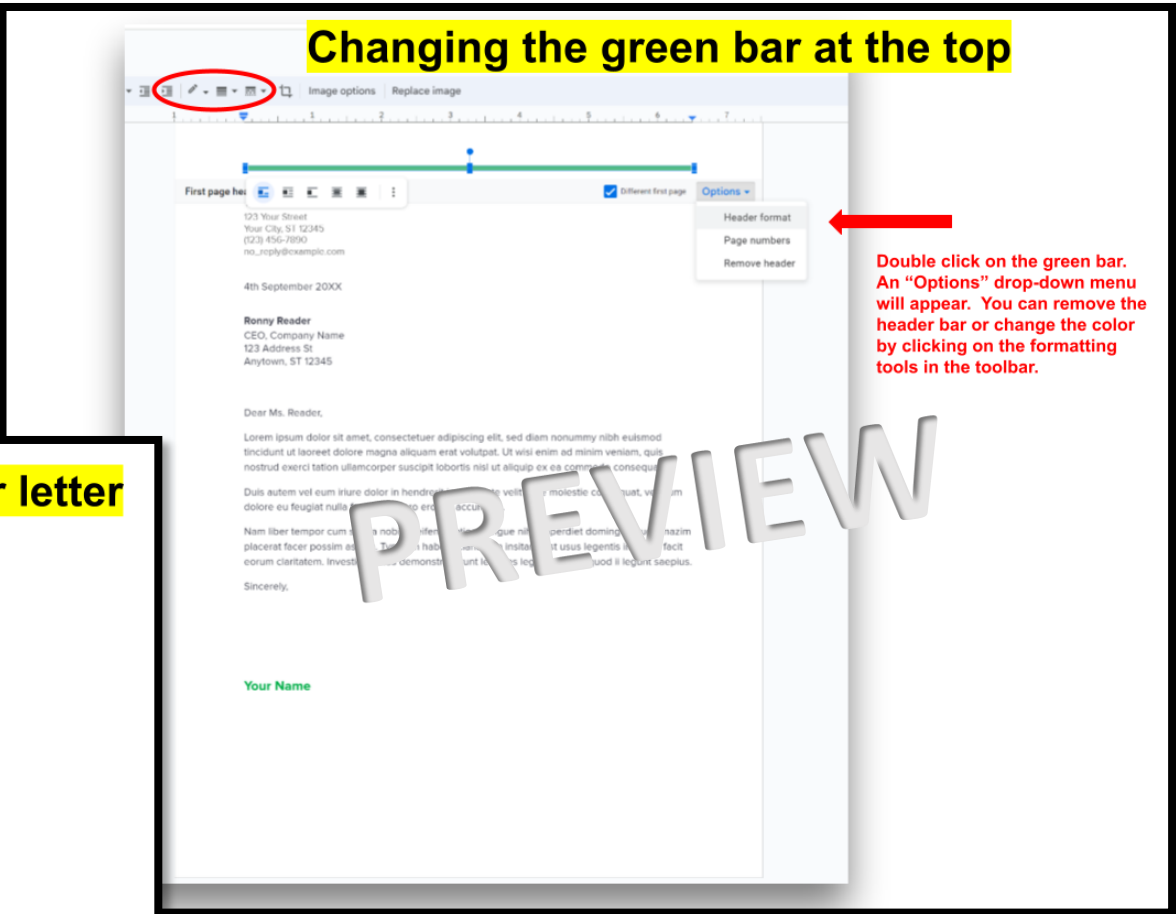
NO PREP!

Great for Sub Day or Remote Day!

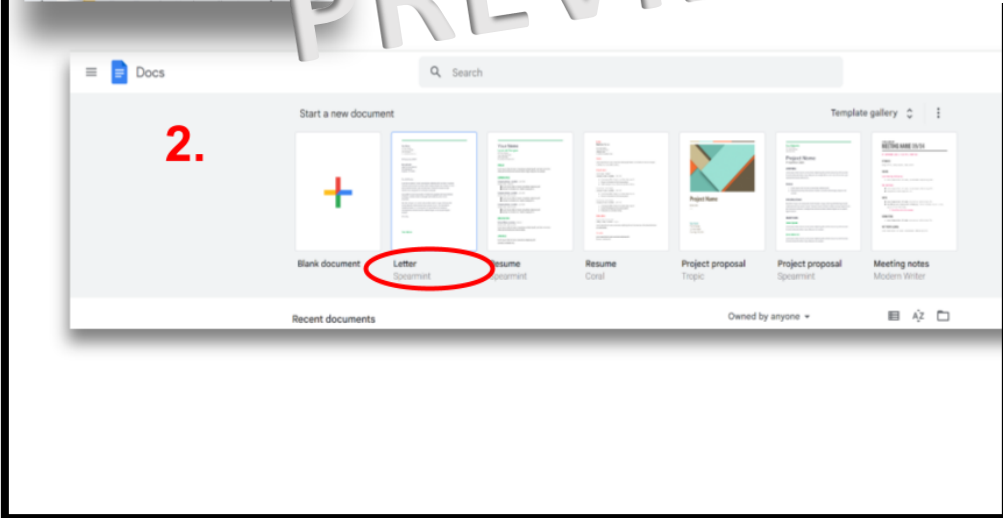
7 Easy-to-Follow Prompts



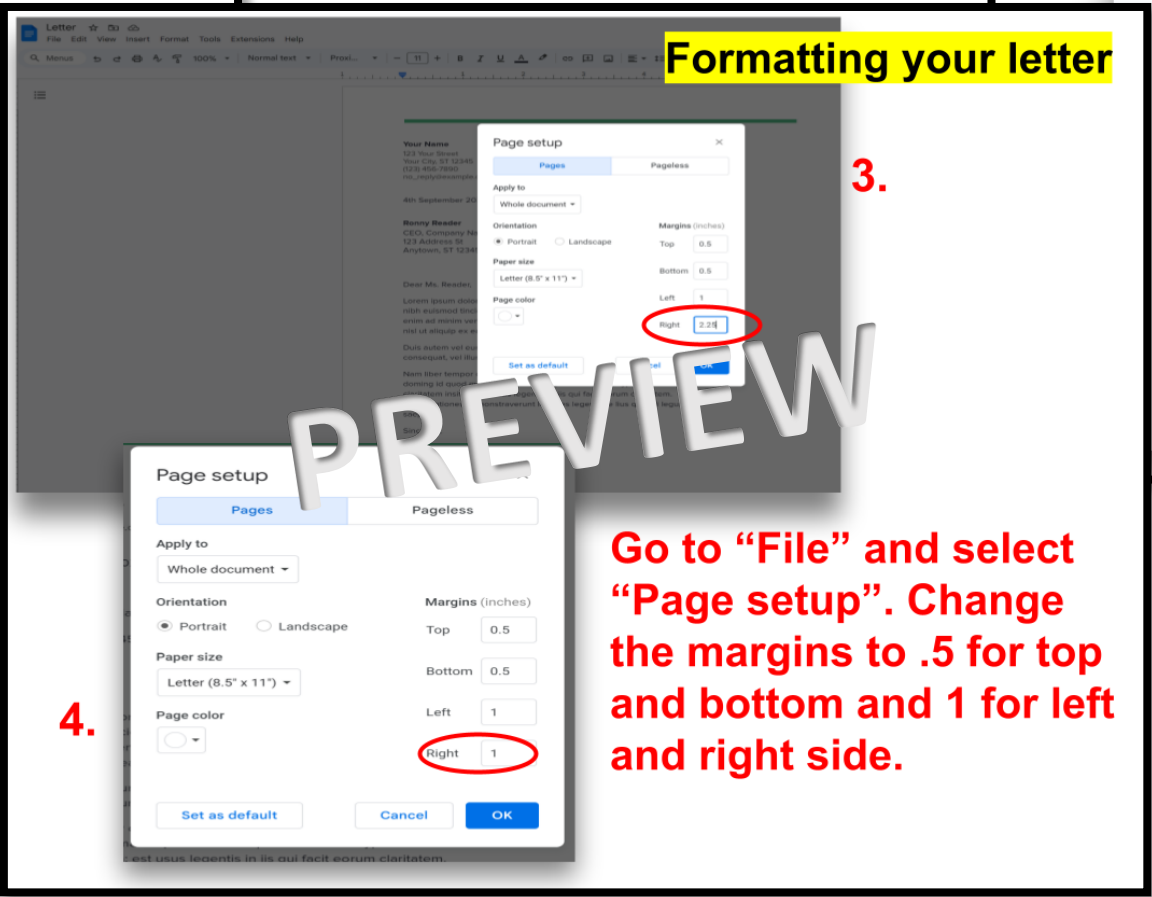
Launching a Spearmint Letter Template
Click the Docs icon from your app launcher.
Use the "Spearmint" letter template.
You can also launch a blank Doc if you prefer not using a template.



Changing the green bar at the top
Double click on the green bar. An "Options" drop-down menu will appear. You can remove the header bar or change the color by clicking on the formatting tools in the toolbar.



2.



Formatting your letter
3.
4.

Go to "File" and select "Page setup". Change the margins to .5 for top and bottom and 1 for left and right side.

The prompts make this a self-guided lesson - Perfect for a Sub Day or Remote Learning

A GOOGLE DOCS LESSON

5. Completing the body of the letter

Your Name
123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

4th September 20XX

Ronny Reader
CEO, Company Name
123 Address St
Anytown, ST 12345

Fill in YOUR personal information:
Because you are a minor...
Use your first name only and your school address. DO NOT include
your phone number or email.

Fill in the date

Fill in the name of the business and the
business address.

Dear Ms. Reader,

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquam ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent lacinia sapien

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius.

Sincerely,

Dear (should be the name of the business owner if you know it)

You letter should include:
"For the last project, we were told to do a small business that we love. I picked your business because "I love (list a specific product of you love)...because..."
Speak from your heart...small business owners work tirelessly. They value hearing anything positive about their business.

"Sincerely", "Best regard", "Warm appreciation", "Warm regards, good complimentary closes"

Only type your first name as a minor. Feel free to change the style of the font.

Your Name

Addressing an envelope

Sender's Name
Company (Optional)
Sender's Street Address
City, State (Abbreviation) Zip

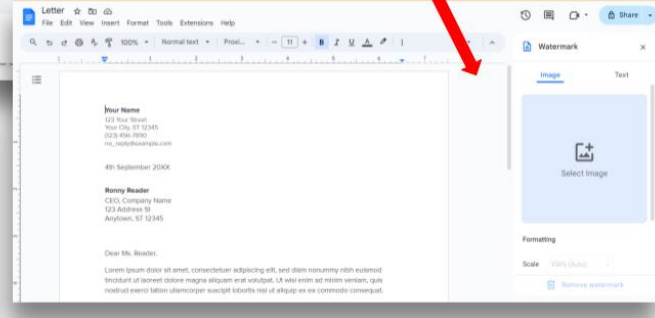
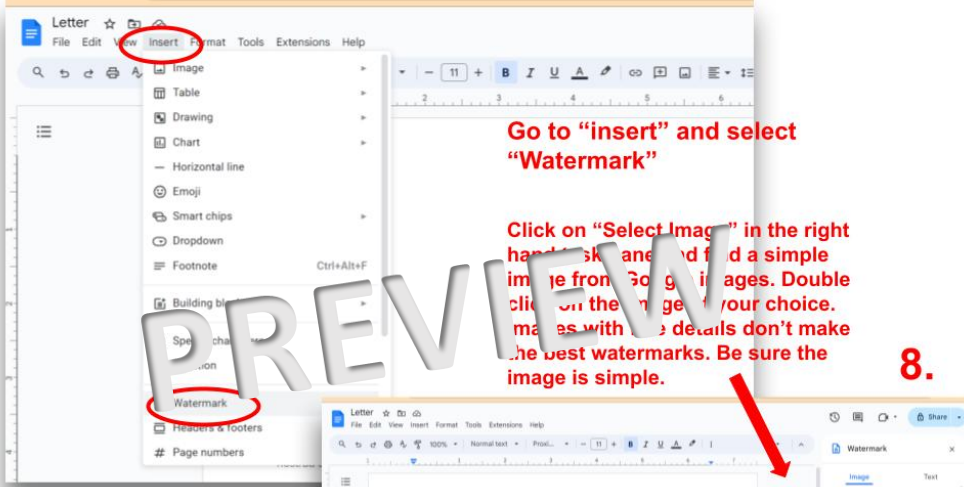
Place Stamp Here

Recipient's Name
Recipient's Company (Optional)
Recipient's Street Address
City, State (Abbreviation) Zip

handwritten envelope
fine and perfectly acceptable.

Source: <https://www.certifiedmaillabels.com/blog/how-to-properly-write-address-a-letter-and-must-know-mail-regulations>

7. Adding a watermark



This is a Google Slide file that can be easily converted to Microsoft PowerPoint

Teacher Testimonials



Easy resource to implement into my course - thank you!



This resource was a great addition to my letting writing unit in my DECA 1 classes. Having students target small businesses with their letters was really cool! We got some responses back, which was the icing on the cake!



Loved it! Used all of these to decorate my bulletin board and then springboard off into writing letters. The students liked that they had some agency in choosing the highlighted business, and that they could see the other students templates in Google Slides.



Outstanding resource for reinforcing letters and spicing it up for Valentine's Day! I love implementing seasonal work...and this was **perfect** for any Computer class! Thank you!! I loved adding this resource to my curriculum!

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

