



**M
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T
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M
E
D
I
A**

**If people weren't meant to fly,
why were we given imaginations?**



EHRLICH'S

Version 3.0
© 1998



There is a writer in you!

Make MONEY FROM
YOUR WRITING!

Did you know you
could?



**Publishers don't
care how old or young
you are!**



THE STEPS (look familiar?) . . .

PREWRITE WRITE REVISE



STEPS TO WRITING A BUSINESS LETTER

- **PREWRITE**

- ✎ **Determine your purpose!**
- ✎ **Collect the information/details.**
- ✎ **Freewrite your ideas.**
- ✎ **Organize your thoughts.**



STEPS TO WRITING A BUSINESS LETTER

- **WRITE**

- ✎ **Organize your information.**
- ✎ **Place your ideas into the proper structure.**
- ✎ **Be clear, concise, and specific!**

A LETTER'S ORGANIZATION

- **Heading (sender's address & date)**
- **Inside Address (receiver's address)**
- **Salutation (greeting)**
- **Body (letter itself)**
- **Closing with the signature**

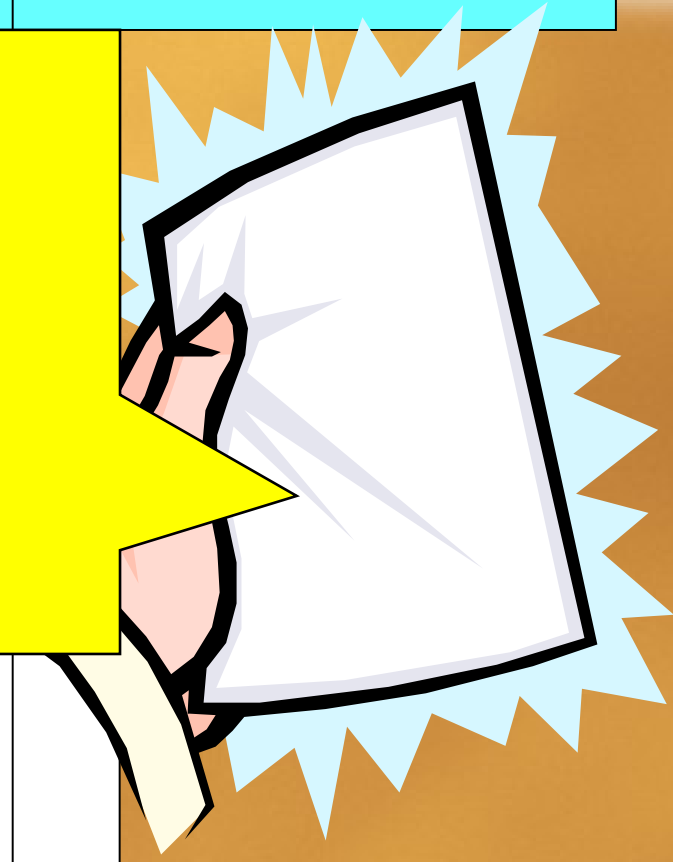




HEADING

1234 Ehrlich Street
Anytown, FL 12345

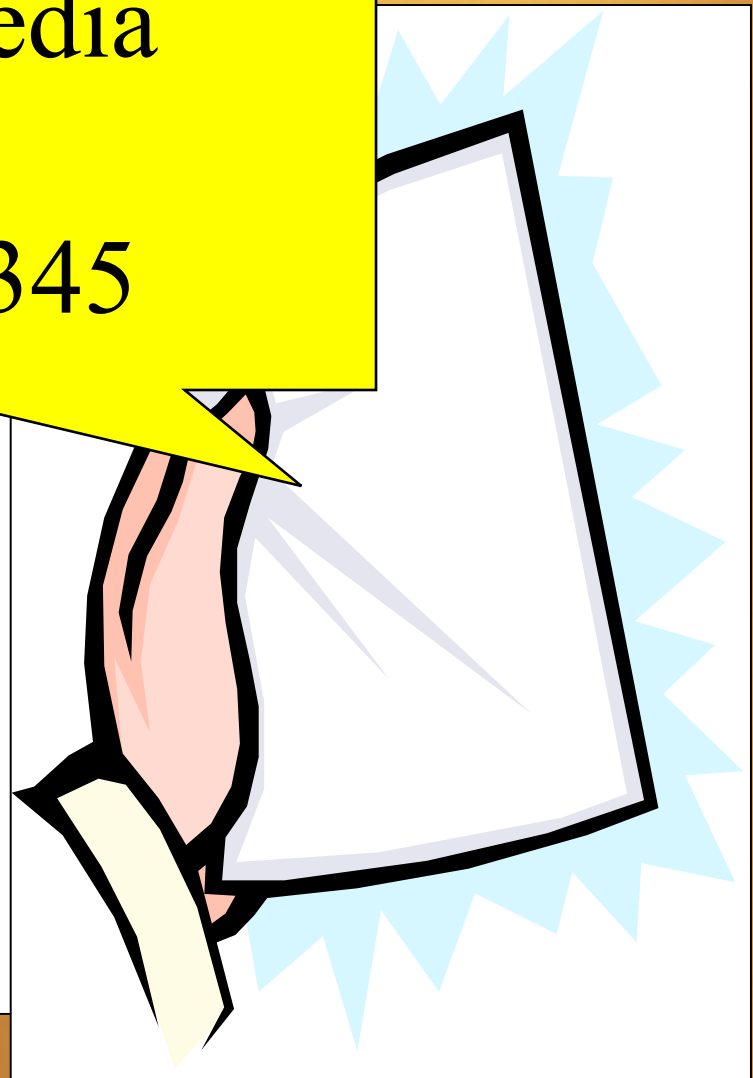
- In
a
June 1, 1997
- **It starts about 1 inch from the top of the paper.**



Ms. Joan Biaz, Manager
Ehrlich's Multimedia
Box 215
Anytown, FL 12345

ESS

- **Sk**
aft
- **Th**
is
in
cludes
the
name
and
address
of
the
person
or
company
you
are
writing
to.

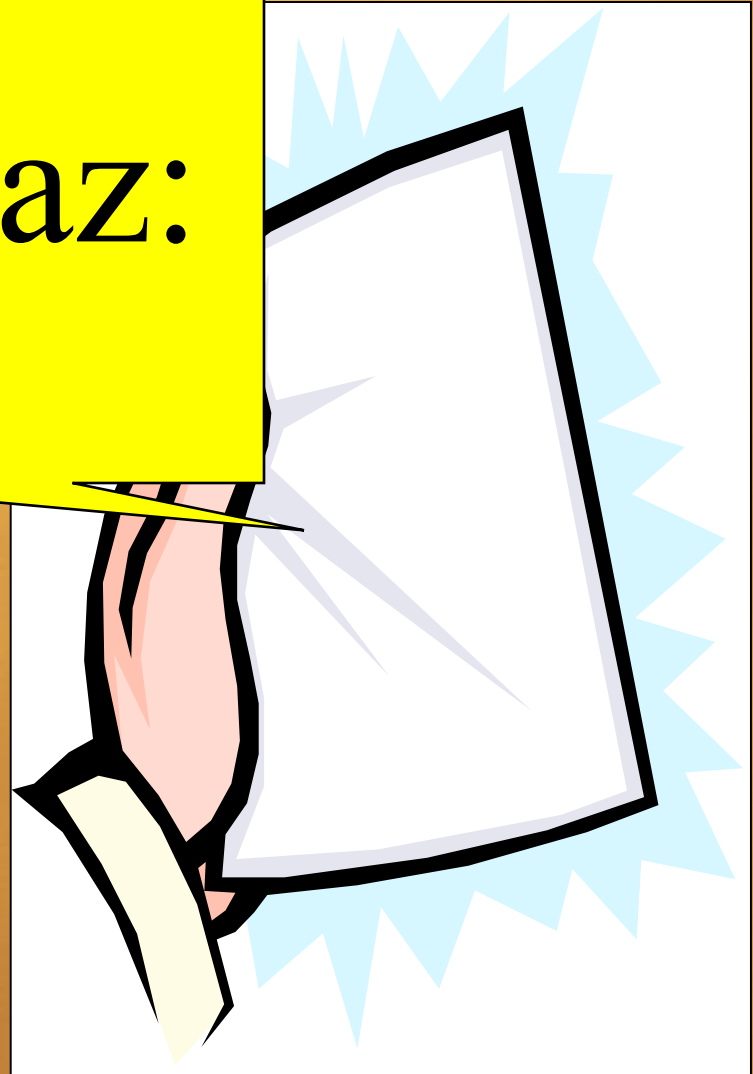


SALUTATION

-
- Dear Ms. Biaz:

ADDRESS.

- End with a colon.



SALUTATION TYPES

- **Know the name?**

- ✎ **Dear Mr. Ehrlich:**

- **Don't know?**

- ✎ **Dear Sir or Madam:**

- ✎ **Greetings:**

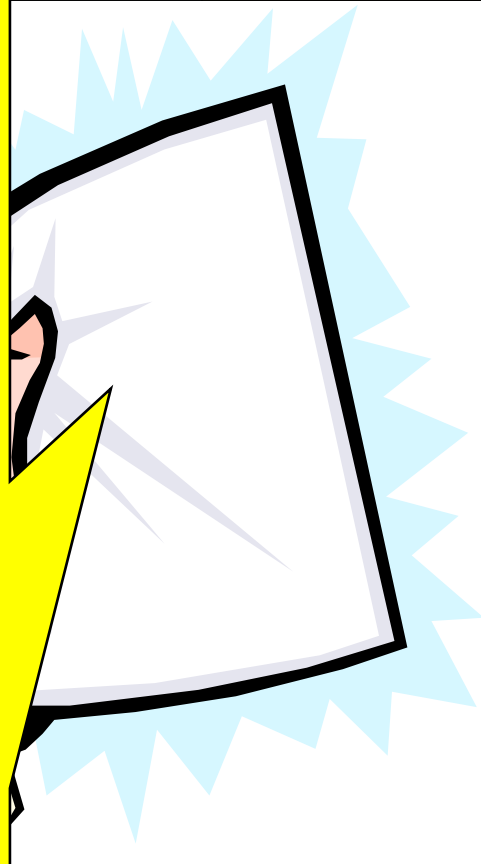
- ✎ **Dear Teacher:**

BODY

Text

I am enclosing my story,
MY HOUSE, for potential
publication in your magazine.

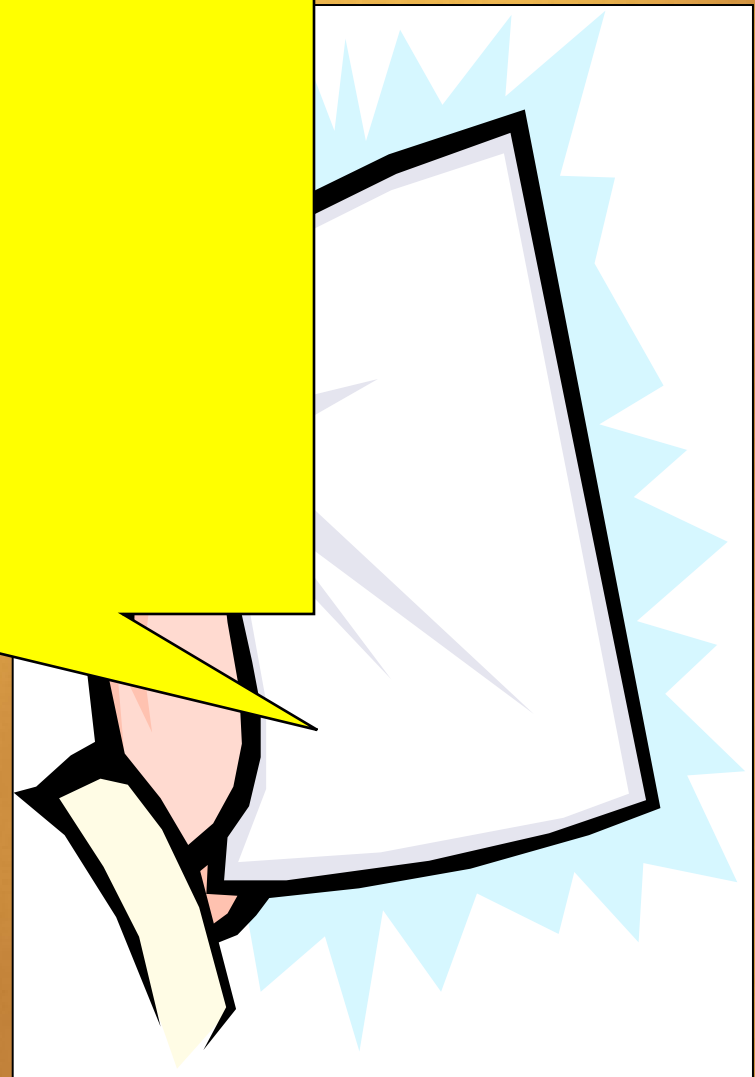
MY HOUSE is approximately
2,000 words.





CLOSING AND SIGNATURE

- T
 - le
 - s
 - b
 - U
- Sincerely,
John Doe
John Doe**
- after the closing.**





STEPS TO WRITING A BUSINESS LETTER

- **REVISE**

-  **Proofread for errors.**

-  **Check for accuracy.**

-  **Check for structure.**

-  **Fix for diction and syntax.**

Your envelope?

**John Doe
1234 Wallaby Lane
Baltimore, MD 12345**



**Ms. Joan Biaz,
Manager
Ehrlich's Multimedia
Box 155
Anytown, FL 12345**

What do you know?

1. A salutation contains the

greeting.

2. The closing contains your signature.

3. The body contains your text and/or opinions.

Assignment:

Using a story of your own choosing and an address selected by the teacher, produce and submit a story for potential purchase. You also need to address an envelope and a SASE.

This presentation has been designed and developed utilizing
Microsoft PowerPoint.

For more information on this and the *many other titles in this series*, please feel
free to send email to: **Ehrlich_R@popmail.firn.edu**

Be sure to include the name of this presentation.

