**BJC Formal Letter Writing**

**The Tutoring Station**

*Instructor: Ms. Janell Watkins*

*Course Duration: 4 weeks*

**Supplementary Materials**:

* Dictionary
* Thesaurus

**Course Requirements:**

* Complete all assignments in a timely fashion

**Assessments:**

* Letter format and envelope assignment…………………………………………………5%
* Quiz on letter format, body and envelope ……...……..…………...………………….15%
* BJC Formal Letter (1) ……………………………………………………………….. 20%
* BJC Formal Letter (2) ……………………………………………………………….. 20%
* BJC Formal Letter (3)………………………………………………………………... 20%
* BJC Formal Letter (4)………………………………………………………………... 20%

**Total: 100%**

**Assessments**: All assignments should be emailed to janellwatkins2@gmail.com

**Letter format and envelope assignment**: Students will correctly address a letter and corresponding envelope based on the information given.

**Quiz on letter format, body and envelope**: Students will answer questions about the various elements required to format the letter and envelope correctly.

**BJC Formal Letters**: Based on given prompts, students will write ***4*** complete formal letters with corresponding envelopes. **Note**: Students may not write the same type of letter for more than one assignment. For example, if students wrote a letter of invitation for the first letter, they may not write another letter of invitation.

**Timely Work**: Students must be timely with completing all assignments before the course end date. Late work may be subject to penalties, as your instructor will need sufficient time to give quality feedback.

**Academic Integrity**: All work submitted by students should be original work unless there is referenced material used with proper citations. Such references should be limited. **Communication Policy**: If there are any questions or concerns, feel free to email your instructor at janellwatkins2@gmail.com. Your instructor will respond as soon as possible.