



Table of Contents

Introduction	vii
Research and Standards	x

Unit 1: Business Letters

Lesson Plan	1
Parent/Guardian Letter	3
Postal Abbreviations	4
Identifying Parts of a Business Letter 1	5
Identifying Parts of a Business Letter 2	7
Editing a Business Letter	8
Writing a Business Letter 1	9
Writing a Business Letter 2	10
Writing a Business Letter 3	11
Writing a Letter to a Politician 1	12
Writing a Letter to a Politician 2	13
Writing a Letter to the Editor 1	14
Writing a Letter to the Editor 2	15
Extension Activities	16
Unit Assessment	17

Unit 2: Personal Letters & Postcards

Lesson Plan	20
Parent/Guardian Letter	22
Postal Abbreviations	23
Identifying Parts of a Personal Letter	24
Greeting & Closing Practice	25
Capitalization & Punctuation Practice	26
Editing a Personal Letter 1	27
Editing a Personal Letter 2	28
Writing a Personal Letter 1	29
Writing a Personal Letter 2	31
Writing Postcards 1	32
Writing Postcards 2	33
As Pretty as a Postcard	34
Extension Activities	35
Unit Assessment	36



Table of Contents (Continued)

Unit 3: Banking Forms

Lesson Plan	38
Parent/Guardian Letter	40
Completing an Application for a Checking Account.	41
Completing an Application for a Savings Account.	42
Filling Out a Credit Card Application	43
Writing Checks 1	44
Writing Checks 2	46
Filling Out Deposit Slips 1	49
Filling Out Deposit Slips 2	51
Filling Out Withdrawal Forms	53
Filling Out Transfer Requests	55
Filling Out a Loan Application	57
Extension Activities	58
Unit Assessment	59

Unit 4: Lists

Lesson Plan	61
Parent/Guardian Letter	63
Writing a List	64
Making Shopping Lists 1	67
Making Shopping Lists 2	69
Writing To-Do Lists 1	71
Writing To-Do Lists 2	73
Using Lists to Get Organized	75
Using T-Charts to Make Lists 1	76
Using T-Charts to Make Lists 2	77
Making Lists to Help Make a Decision.	78
Writing Lists to Give Instructions	79
Extension Activities	80
Unit Assessment	81



Table of Contents (Continued)

Unit 5: Job Applications, Résumés & Cover Letters

Lesson Plan	83
Parent/Guardian Letter	84
Filling Out a Job Application 1	85
Filling Out a Job Application 2	86
Filling Out a Job Application 3	87
Parts of a Résumé	88
Gathering Information for a Résumé	90
Writing a Résumé 1	92
Writing a Résumé 2	95
Parts of a Cover Letter	96
Writing a Cover Letter 1	98
Writing a Cover Letter 2	100
Extension Activities	101
Unit Assessment	102

Unit 6: Notes, Outlines & Reports

Lesson Plan	104
Parent/Guardian Letter	106
Writing Notes	107
Taking Notes From Reference Materials	109
Writing an Outline 1	111
Writing an Outline 2	112
Writing an Outline 3	113
Writing a Report 1	114
Writing a Report 2	116
Writing a Report 3	117
Writing a Report 4	118
Writing a Report 5	120
Extension Activities	121
Unit Assessment	122



Table of Contents (Continued)

Unit 7: Forms, Applications & Contracts

Lesson Plan	124
Parent/Guardian Letter	126
Completing an Income Tax Form	127
Completing a Voter Registration Form	128
Completing a Driver’s License Change of Address Form	130
Completing a Medical History Form 1	131
Completing a Medical History Form 2	132
Completing a College Application	133
Completing a Technical School Application	134
Completing an Apartment Rental Application	135
Signing a Rental Agreement	136
Creating Your Own Rental Agreement Contract	139
Extension Activities	141
Unit Assessment	142
Answer Key	143