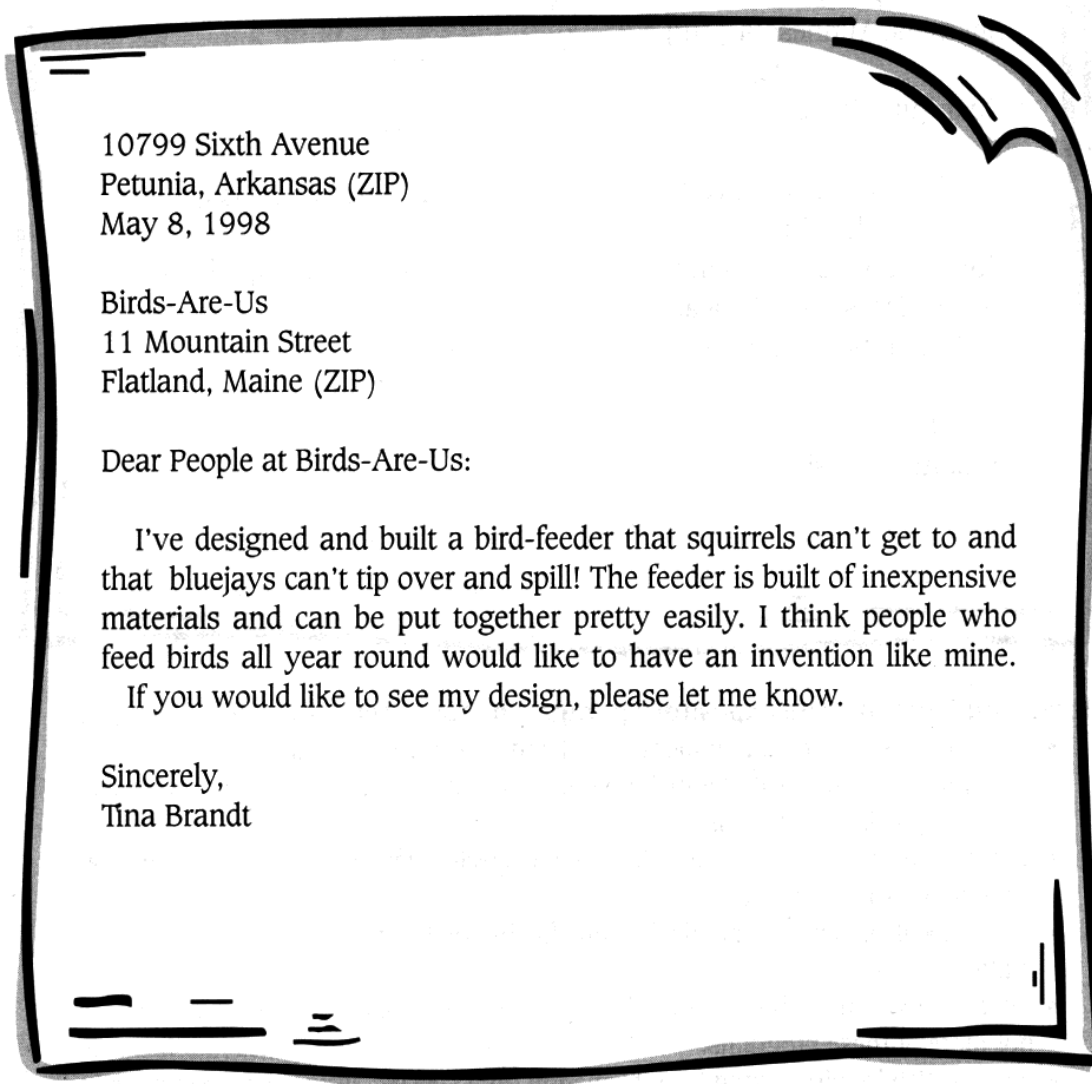


# Workplace Skill:

## Writing a Letter of Inquiry

Your students may often have questions they wish to ask of manufacturers, government figures, book authors, officials of organizations, and of other people they don't know personally. The following activity will help students apply their expository writing skills to composing the body of such letters. (Since these are business letters, you may want to follow-up by teaching or reviewing the business-letter form, using any standard grammar-and-composition textbook.)

**On an overhead, show a good model of a letter of inquiry.** Lead students in a discussion of (1) how the first sentence presents the main idea, (2) how all the other sentences relate to the main idea, (3) the brevity of the letter, and (4) how all these factors add up to a letter that catches the recipient's attention.



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