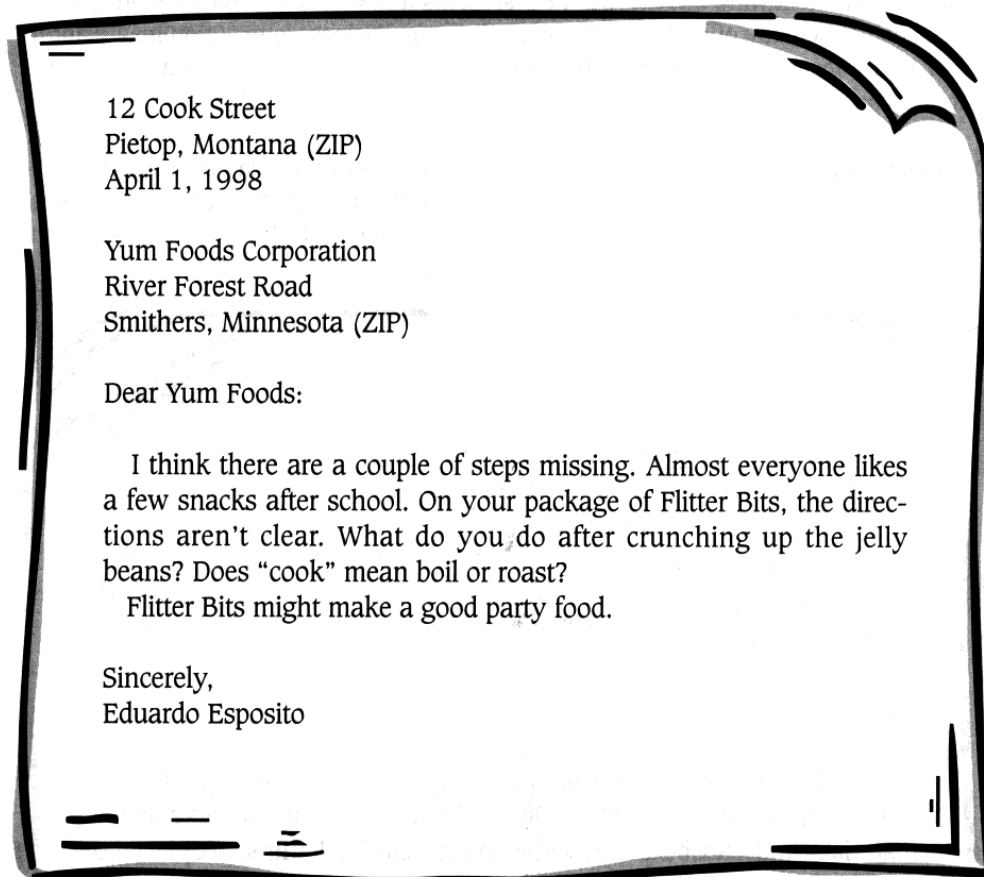


# Workplace Skill: Writing a Letter of Inquiry

**Next, show a letter of inquiry that needs editing.** (1) Discuss the ways the letter “wanders.” (2) Ask students to find the topic sentence (sentence #3), reword it, and place it at the beginning. (3) Have students identify the sentences that don’t relate to the main idea (sentences #2 and #6). (4) Ask students to compose one or two other sentences that do relate to the main idea. (5) Write students’ edited versions on the chalkboard.



**Invite students to write expository paragraphs for letters of inquiry.** Examples:

- Ask a local SPCA about summer or weekend jobs at the animal shelter.
- Ask a favorite author if she or he would visit your classroom and tell why you would appreciate such a visit.
- Tell a manufacturer of weed-killers about specific concerns and questions you have about their product.
- Ask a local or national political figure for his or her position on an issue that matters to you.
- Tell a TV executive about the kinds of programs you like and ask why there are not more of these programs.
- Write a Web inquiry asking for information on a specific assignment you have in school.

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