

**8<sup>th</sup> Grade Writing Class: Position Paper & Formal Letters**Course Analysis

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**Terminal Objective Part 1:**

- After completing this course students will be able to write an effective 6 to 9 page, double spaced, typed position paper.

**Enabling Objective:**

- Define a Topic of Interest
- Identify Resources Supporting their Position
- Identify Resources Disputing their Position
- Analyze both Positions Relating to the Topic
- Evaluate the Validity of the Resources using a Check List
- Explain the Purpose of an Annotated Biography
- Write an Annotated Biography
- Develop an Outline for the Paper
- Write a 3 to 5 page Literature Review
- Write a 2 to 3 page Analysis of Position
- Write a 1 Page Introduction
- Write a ½ to 1 Page Conclusion

**Terminal Objective Part 2:**

- After completing this course students will be able to produce the following correspondences Letters: Cover letter, Complaint Letter, Business Letter.

**Enabling Objective:**

- Appropriately Structuring a Cover Letter
- Identifying the Appropriate Tone for Cover Letter
- Using Proper Salutations for a Cover Letter
- When/Who to CC or BC a Cover Letter
- Appropriately Structuring a Complaint Letter
- Identifying the Appropriate Tone for Complaint Letter
- Using Proper Salutations for a Complaint Letter
- When/Who to CC or BC a Complain Letter
- Appropriately Structuring a Business Letter
- Identifying the Appropriate Tone for Business Letter
- Using Proper Salutations for a Business Letter
- When/Who to CC or BC a Business Letter

**Deliverables:**

- Facilitator Guide: Including course material to guide the facilitator through each lesson in the course.
- Student Guide: Including student handouts and worksheets Activities
- Activities
- Pre –course assessments & Post-course assessments
- Grading Rubrics
- Suggested Timeline