



7<sup>th</sup> Grade

Professional Letter



# Directions

Now that you have selected your topic, write a letter to a person who believes the OPPOSITE of you (can be real or made up) and convince them that you are right and they are wrong.

- **Your letter must mention:**
  - Your position with supporting evidence.
  - Their counterargument & your rebuttal (their position & why you say they are wrong)



# Sample Draft

Your Name  
Prairie-Hills Junior High  
16315 Richmond Ave.  
Markham, IL 60428

Your Expert  
### Street Name  
City, ST #####

Your Name  
Prairie-Hills Junior High  
16315 Richmond Ave.  
Markham, IL 60428

June 3, 2019

Your Expert  
### Street  
City, ST #####

Dear Your Experts Name,

Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT.

Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include the following: Explain the COUNTERARGUMENT (the opposite of your position). Why they believe what they do? What evidence to they use to support their beliefs? Give a REBUTTAL (states that their position is wrong). Why are they wrong? What evidence proves/shows that they are wrong? Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include the following: Explain the COUNTERARGUMENT (the opposite of your position). Why they believe what they do? What evidence to they use to support their beliefs? Give a REBUTTAL (states that their position is wrong). Why are they wrong? What evidence proves/shows that they are wrong?

Respectfully yours,

Your Name  
7<sup>th</sup> Grade Student Expert

# Accessing Document

The screenshot shows the Microsoft Teams interface for an assignment titled "Persuasive Letter". At the top, there are navigation tabs: "Conversations", "Files", "Class Notebook", and "Assignments". An orange arrow points to the "Assignments" tab. Below the tabs, there is a "Back" button and a "Turn in" button. The assignment details include a due date of "Thu May 30, 2019 at 11:59 PM" and "50 points possible". Under the "My work" section, a document titled "Persuasive Letter" is shown with a three-dot menu icon to its right. An orange arrow points to this menu icon, which is open, showing options: "Open in Teams", "Open in Word", "Open in Word Online", and "Download". Another orange arrow points to the "Open in Word" option.

1. Sign in to Microsoft Teams
2. Login: [sld#@phsd144.net](mailto:sld#@phsd144.net)  
District Password
3. Click on ASSIGNMENTS
4. Click on PERSUASIVE LETTER
5. Click on  next to document in MY WORK
6. Select OPEN IN WORD.



# Set Up Document Layout

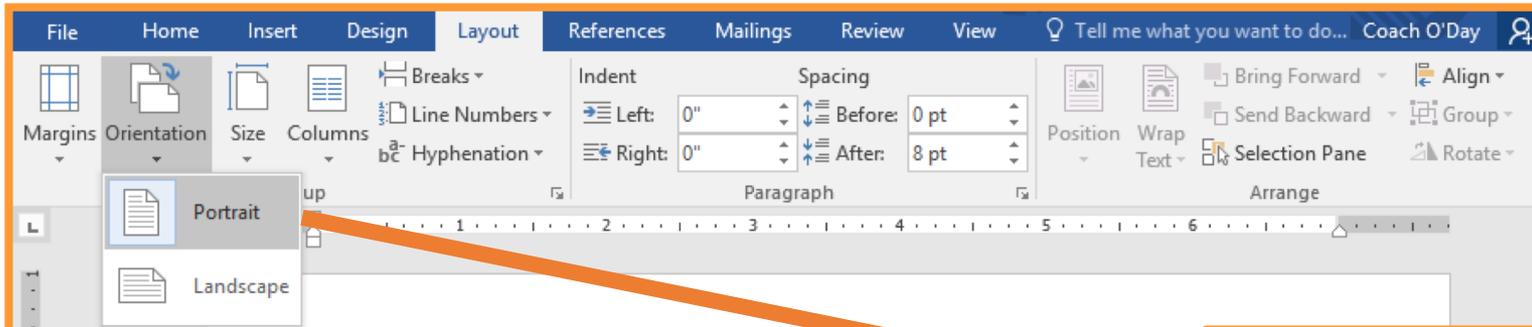
# MARGINS

The screenshot shows the Microsoft Word interface with the 'Layout' ribbon selected. The 'Margins' dropdown menu is open, displaying several options. The 'Moderate' option is highlighted with an orange box. The 'Moderate' option shows a top margin of 1", a bottom margin of 1", a left margin of 0.75", and a right margin of 0.75".

Margin Setting	Top	Bottom	Left	Right
Last Custom Setting	1"	1"	0.75"	0.75"
Normal	1"	1"	1"	1"
Narrow	0.5"	0.5"	0.5"	0.5"
<b>Moderate</b>	1"	1"	0.75"	0.75"
Wide	1"	1"	2"	2"
Mirrored	1"	1"	Inside: 1.25"	Outside: 1"

1. Click on LAYOUT & select MARGINS
2. Select MODERATE

# PAGE ORIENTATION

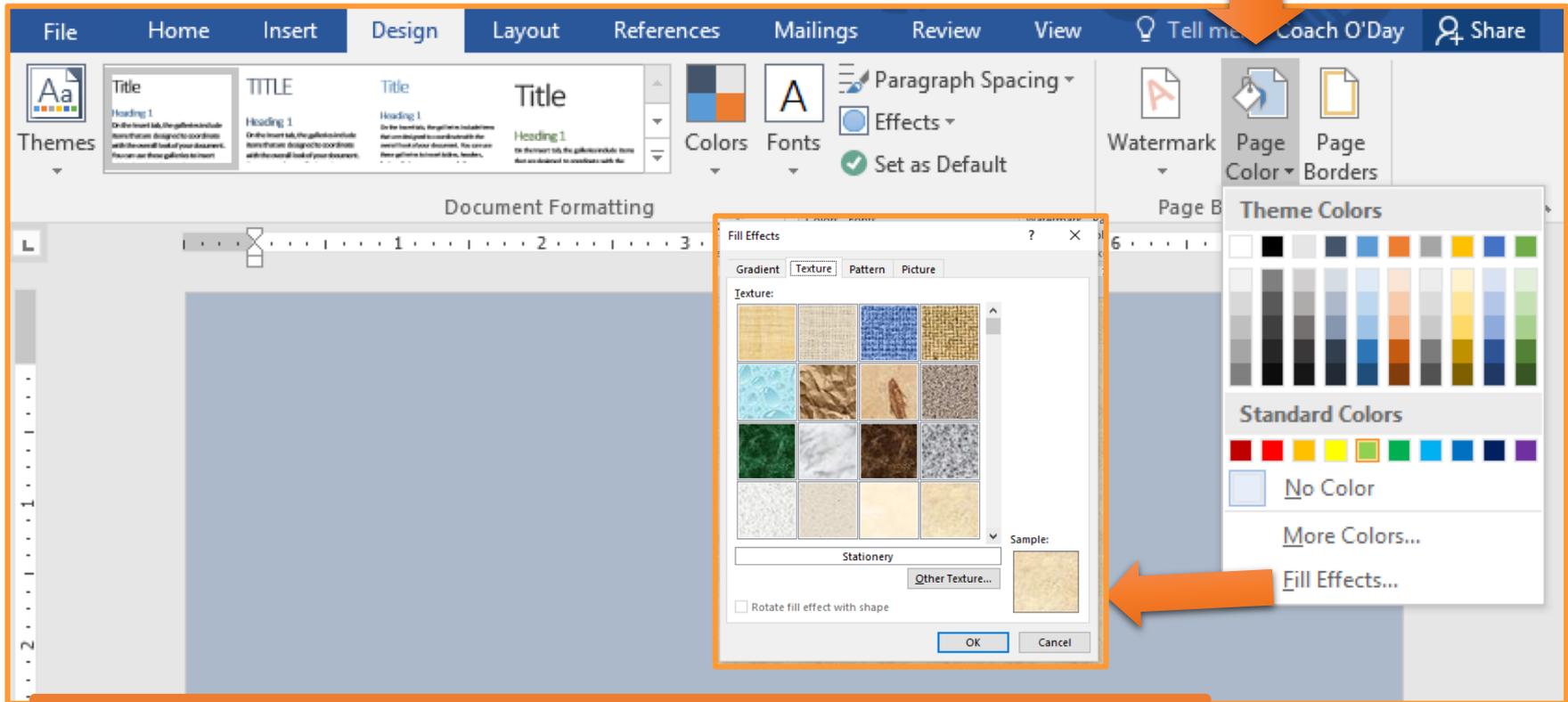


1. Click on ORIENTATION
2. Select PORTRAIT



# Formatting Document

# PAGE COLOR



1. Click on the DESIGN tab
2. Click on PAGE COLOR
3. Click on FILL EFFECTS
4. Click on the TEXTURE tab
5. Select STATIONARY & click OK

# LINE SPACING

Paragraph

Indents and Spacing Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

Indentation

Left: 0" Right: 0" Special: (none) By:

Spacing

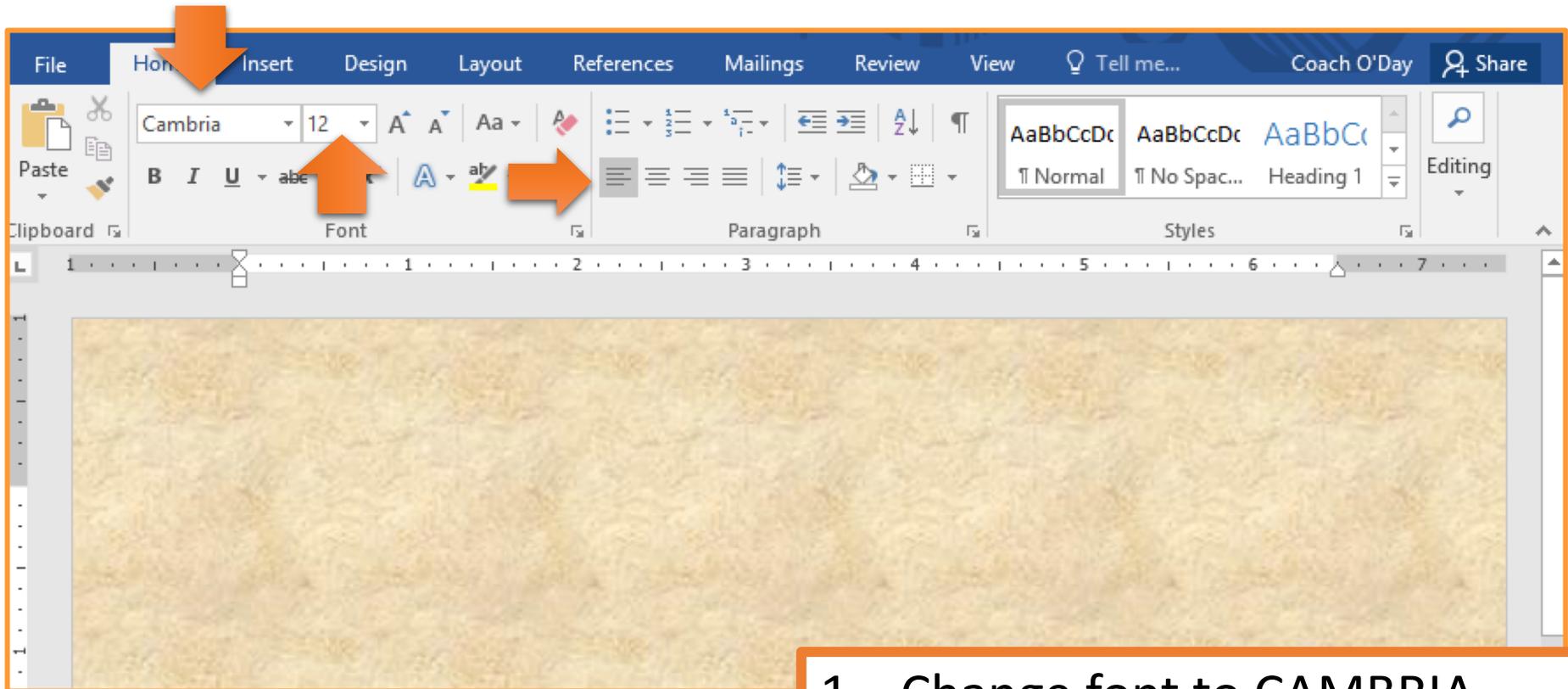
Before: 0 pt After: 0 pt Line spacing: Multiple 1.15

Preview

1.15  
1.5  
2.0  
2.5  
3.0  
Line Spacing Options...  
Add Space Before Paragraph  
Add Space After Paragraph

1. Click on HOME
2. Click on the line spacing button.
3. Select LINE SPACING OPTIONS
4. Set BEFORE & AFTER spacing to 0 pt.
5. Set LINE SPACING to 1.15 lines

# FORMATTING FONT



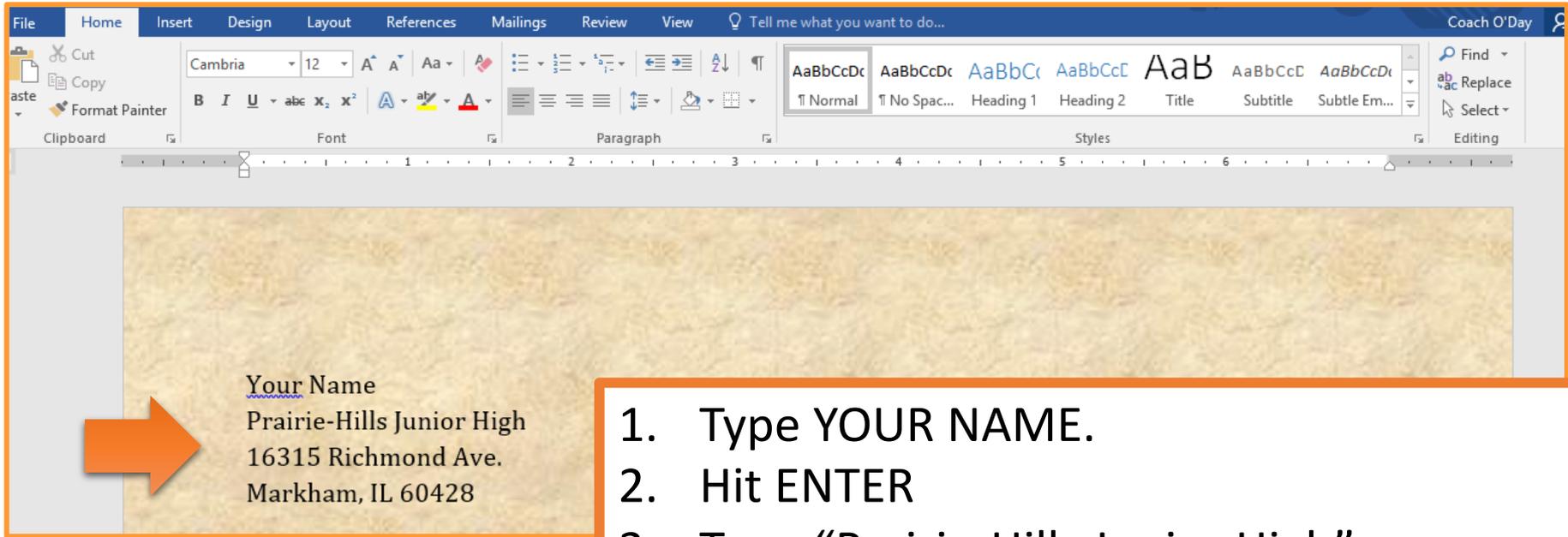
1. Change font to CAMBRIA
2. Change font size to 12pt.
3. Change alignment to LEFT

**\*\*Doesn't change for the rest of the document\*\***



# Formatting Letter

# RETURN ADDRESS



File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Coach O'Day

Cambria 12 A<sup>+</sup> A<sup>-</sup> Aa Font Paragraph Styles Editing

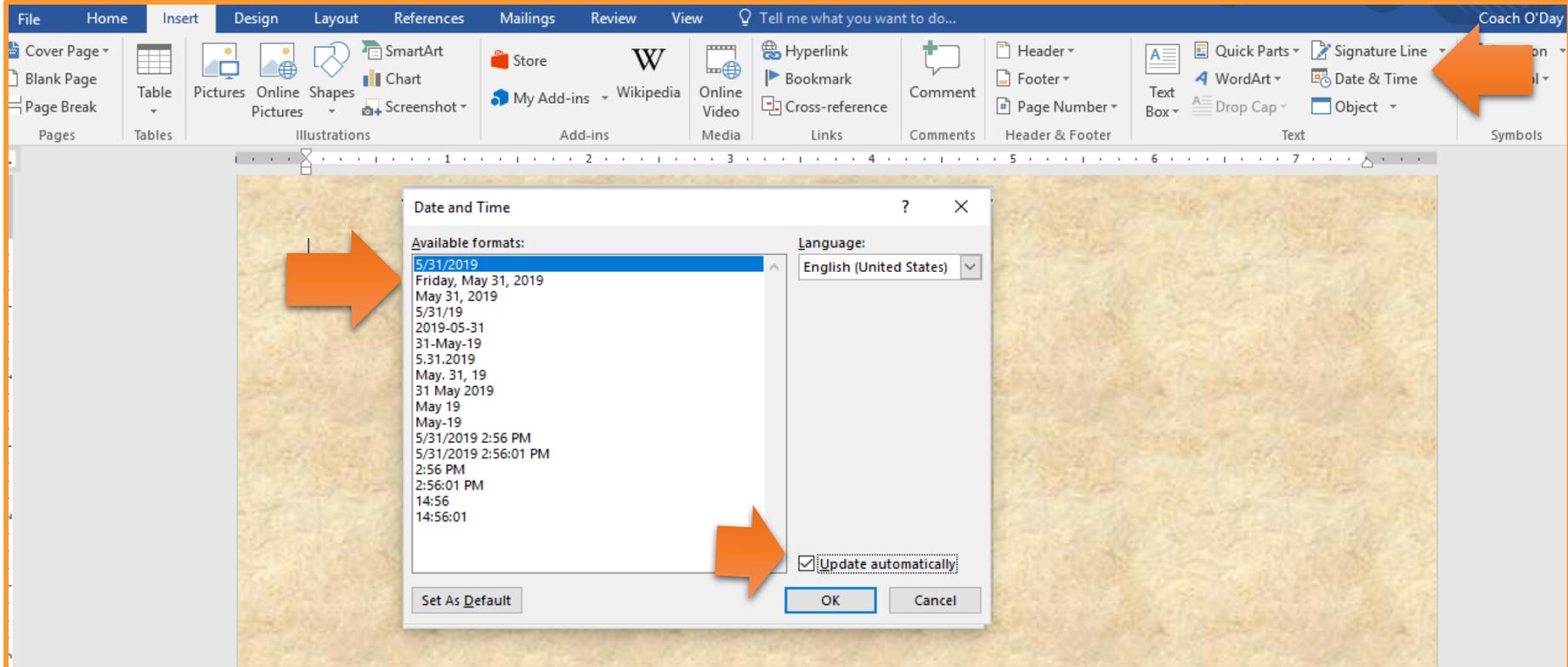
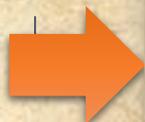
Clipboard Font Paragraph Styles Editing

Your Name  
Prairie-Hills Junior High  
16315 Richmond Ave.  
Markham, IL 60428

1. Type YOUR NAME.
2. Hit ENTER
3. Type "Prairie-Hills Junior High"
4. Hit ENTER
5. Type "16315 Richmond Ave."
6. Hit ENTER
7. Type "Markham, IL 60428"
8. Hit ENTER twice

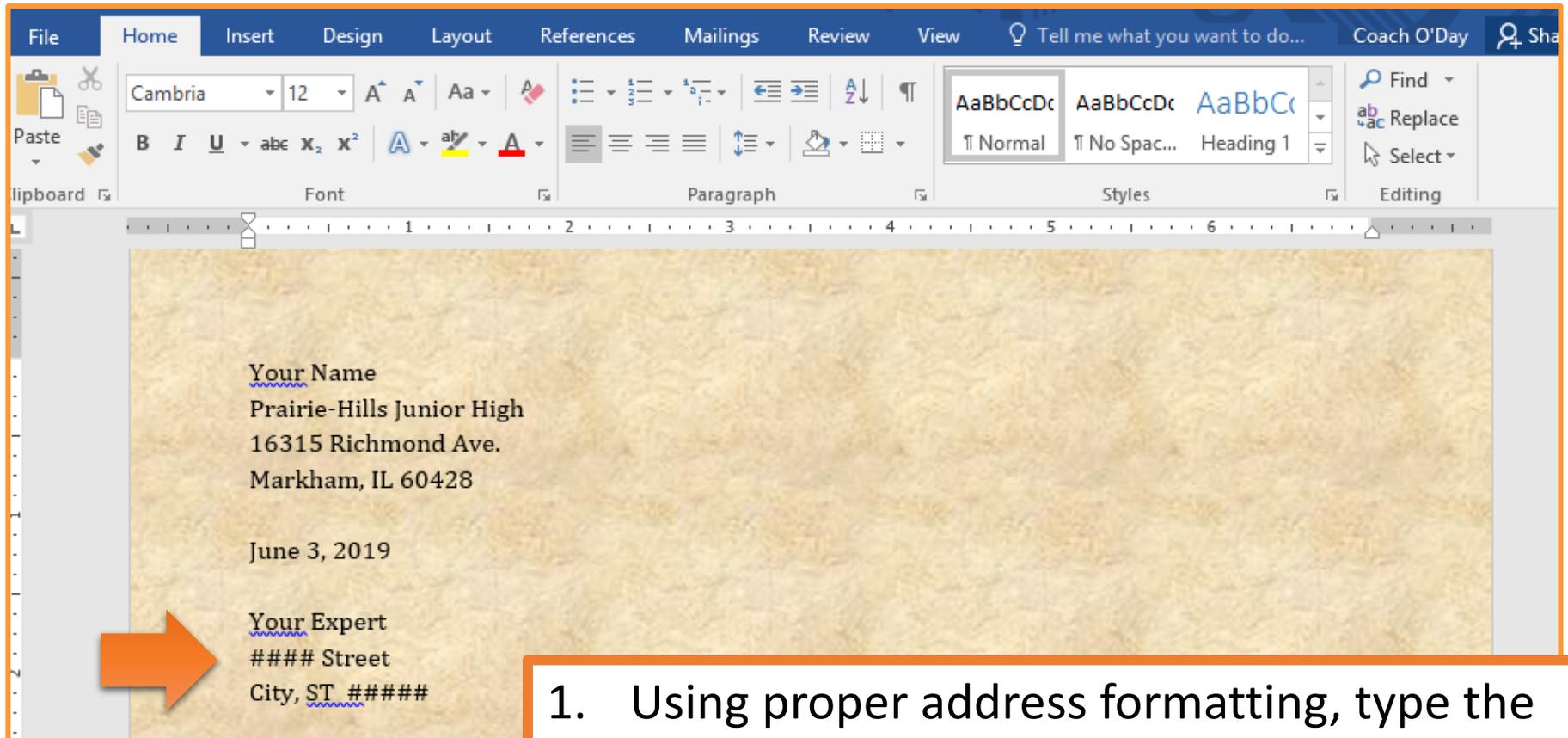
**\*\*\*This is proper address formatting \*\*\***

# INSERTING DATE



1. Click on INSERT tab & select DATE & TIME.
2. Select MONTH #, YEAR (July 1, 2100).
3. Make sure UPDATE AUTOMATICALLY is checked.
4. Click OK
5. Hit ENTER two times.

# DELIVERY ADDRESS



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes Font, Paragraph, and Styles groups. The document content is on a textured, light brown background. The text in the document is as follows:

Your Name  
Prairie-Hills Junior High  
16315 Richmond Ave.  
Markham, IL 60428

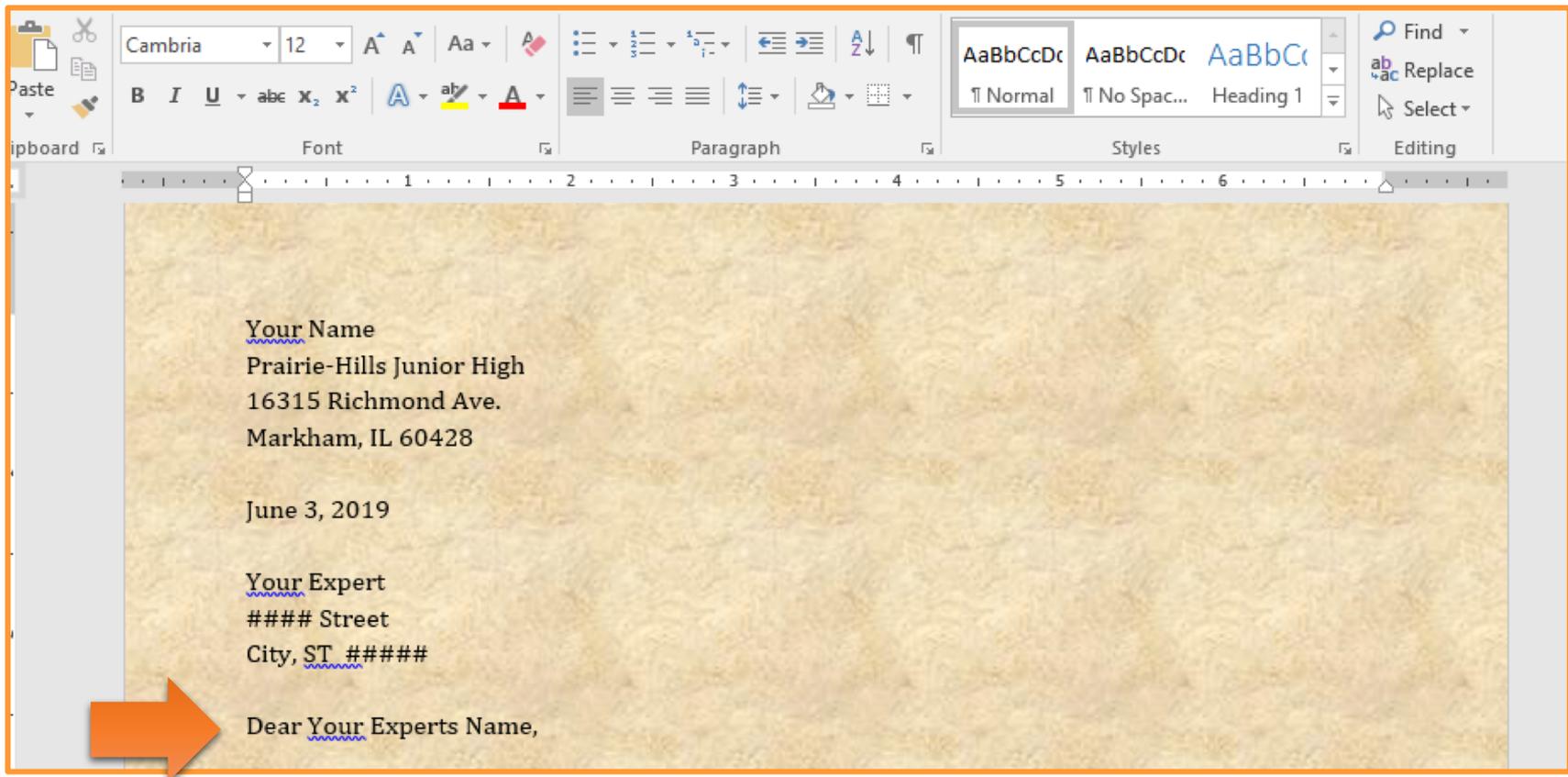
June 3, 2019

Your Expert  
#### Street  
City, ST #####

An orange arrow points from the left towards the recipient's address.

1. Using proper address formatting, type the address of the person you are writing this letter to (can be a real or made up person and address).
2. Hit ENTER twice.

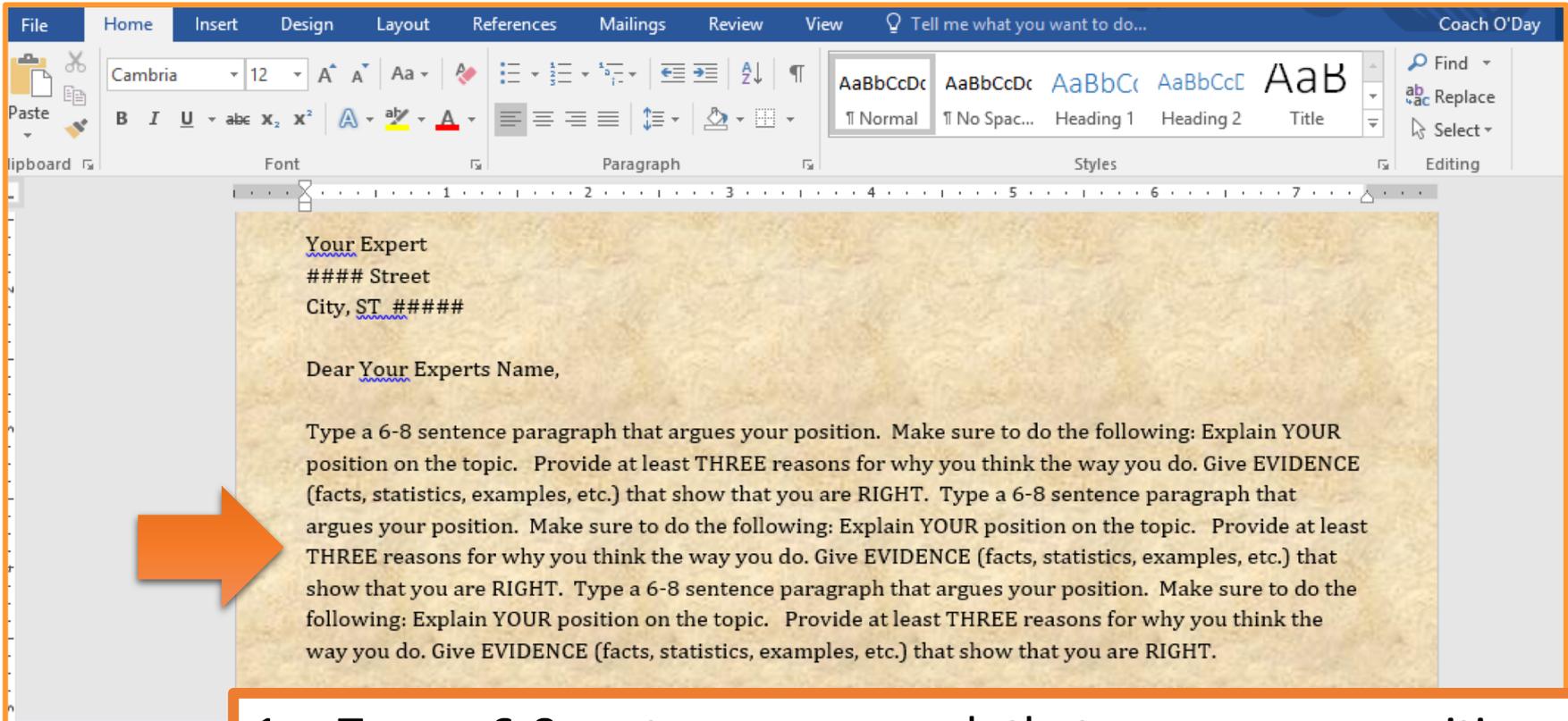
# SALUTATION



1. Type your SALUTATION
2. Hit ENTER two times.

**\*\*\*The greeting in a letter is called a SALUTATION\*\*\***

# LETTER BODY PARAGRAPH 1



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes Font, Paragraph, and Styles groups. The document content is on a parchment background and includes the following text:

Your Expert  
##### Street  
City, ST #####

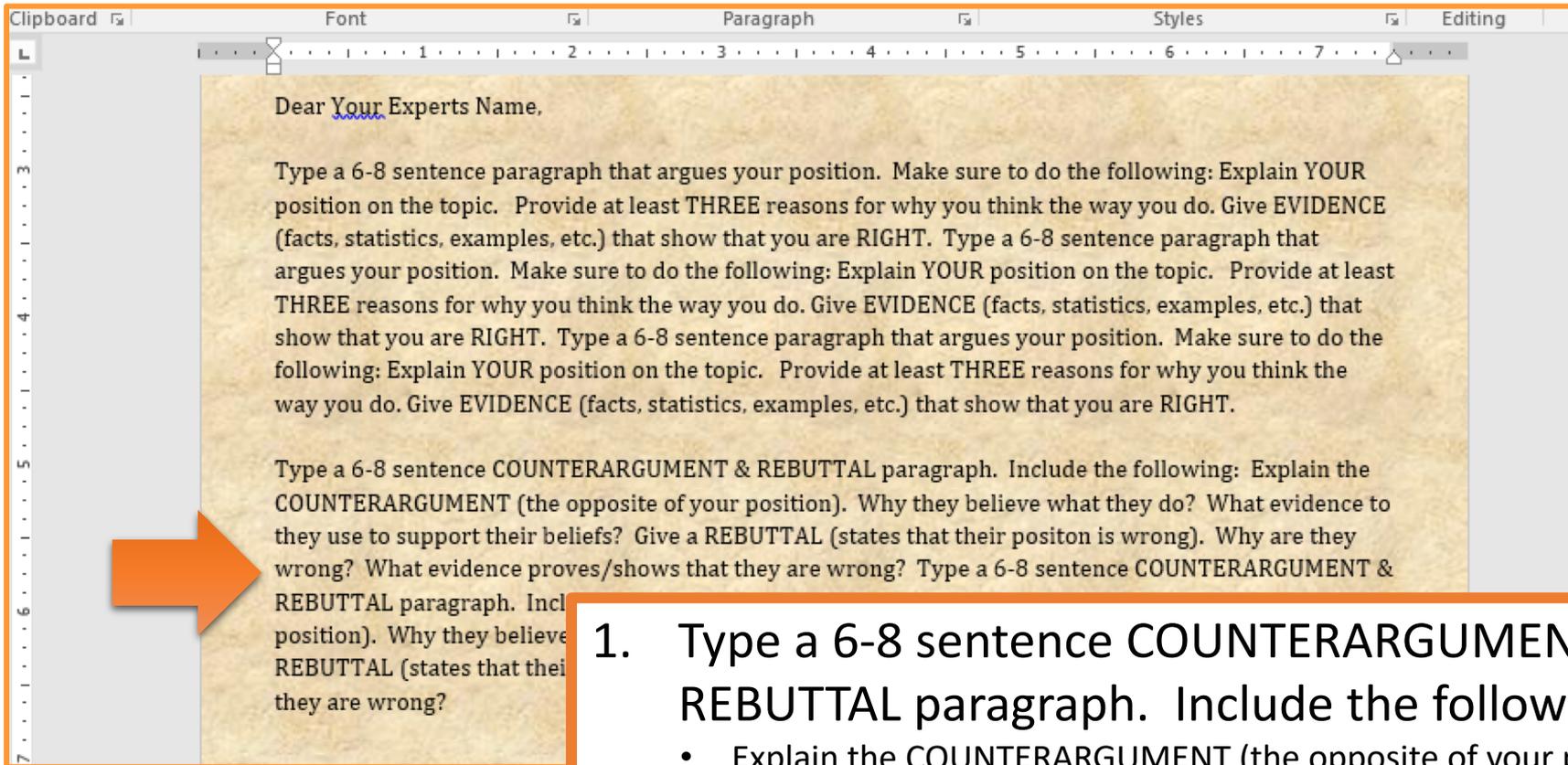
Dear Your Experts Name,

Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT.

A large orange arrow points from the left towards the first paragraph instruction.

1. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following:
  - Explain YOUR position on the topic.
  - Provide at least THREE reasons for why you think the way you do.
  - Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT.
2. Hit ENTER two times.

# LETTER BODY PARAGRAPH 2



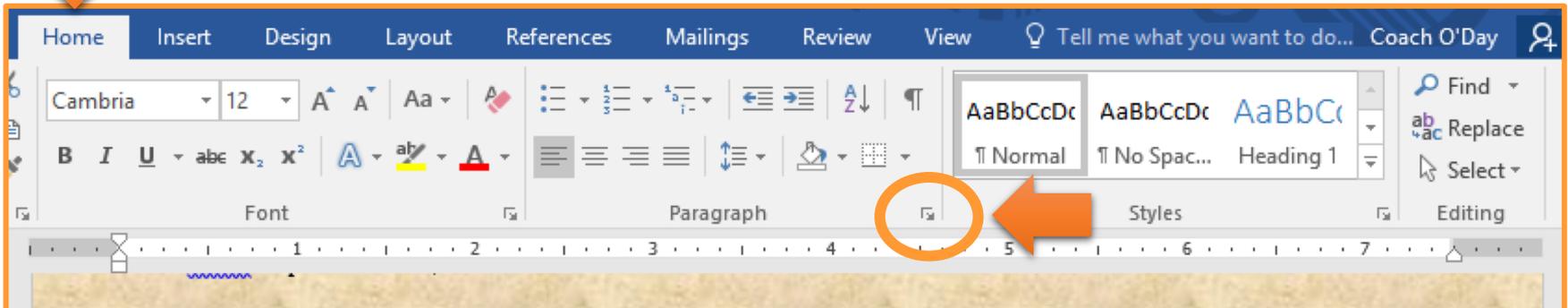
Dear Your Experts Name,

Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT.

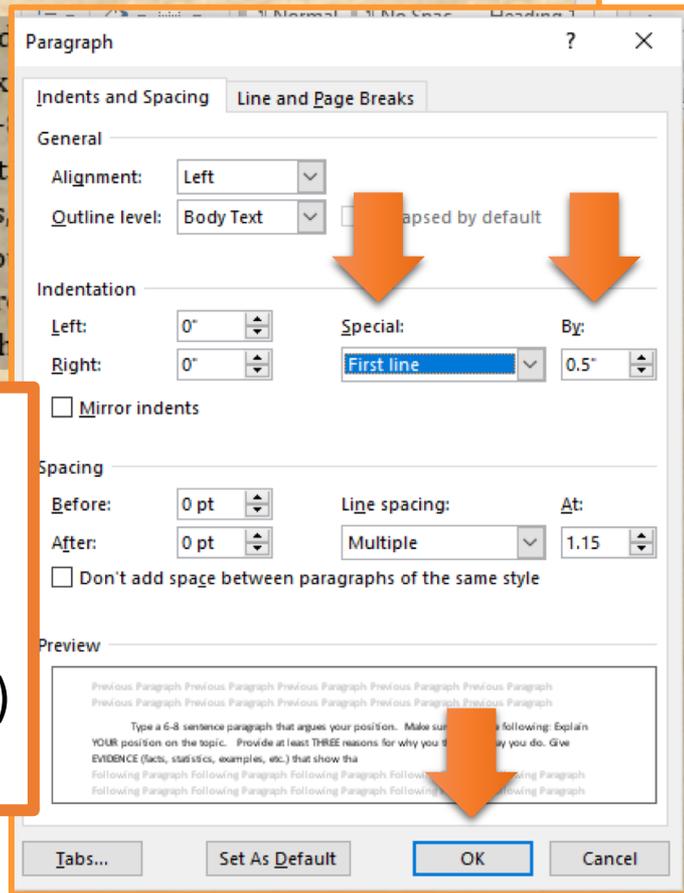
Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include the following: Explain the COUNTERARGUMENT (the opposite of your position). Why they believe what they do? What evidence to they use to support their beliefs? Give a REBUTTAL (states that their position is wrong). Why are they wrong? What evidence proves/shows that they are wrong? Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include the following: Explain the COUNTERARGUMENT (the opposite of your position). Why they believe what they do? What evidence to they use to support their beliefs? Give a REBUTTAL (states that their position is wrong). Why are they wrong? What evidence proves/shows that they are wrong?

1. Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include the following:
  - Explain the COUNTERARGUMENT (the opposite of your position)
    - Why they believe what they do?
    - What evidence to they use to support their beliefs?
  - Give a REBUTTAL (states that their position is wrong).
    - Why are they wrong?
    - What evidence proves/shows that they are wrong?
2. Hit ENTER two times.

# PARAGRAPH INDENT



Type a 6-8 sentence paragraph that argues your position. Make sure to provide your position on the topic. Provide at least THREE reasons for why you think you are right (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT. Type a 6-8 sentence paragraph that argues your position. Make sure to do the following: Explain YOUR position on the topic. Provide at least THREE reasons for why you think the way you do. Give EVIDENCE (facts, statistics, examples, etc.) that show that you are RIGHT.



1. Click on the HOME tab.
2. Select BOTH paragraphs.
3. Click on PARAGRAPH SETTINGS
4. Click on SPECIAL in INDENTATION section.
5. Select FIRST LINE (BY should change to 0.5")
6. Click OK

# COMPLIMENTARY CLOSING

The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes Font, Paragraph, and Styles groups. The document content is on a parchment background and contains the following text:

Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Explain the COUNTERARGUMENT (the opposite of your position). Why they do? What evidence to they use to support their beliefs? Give a REBUTTAL (s position is wrong). Why are they wrong? What evidence proves/shows that

Type a 6-8 sentence COUNTERARGUMENT & REBUTTAL paragraph. Include Explain the COUNTERARGUMENT (the opposite of your position). Why they do? What evidence to they use to support their beliefs? Give a REBUTTAL (s position is wrong). Why are they wrong? What evidence proves/shows that

Respectfully yours,

Your Name.  
7<sup>th</sup> Grade Student Expert

Two blue arrows point from the text 'Respectfully yours,' to the text 'Your Name.' and '7<sup>th</sup> Grade Student Expert'.

## Professional Closings:

- Sincerely,
- Respectfully,
- Best regards,
- Yours truly,
- With many thanks,

**Only capitalize FIRST word**  
**Always end with a COMMA**

1. Type a professional closing
2. Hit ENTER four times
3. Type YOUR NAME & hit ENTER
4. Type "7<sup>th</sup> Grade Student Expert"



Envelope

# ENVELOPE FORMAT

The screenshot shows the Microsoft Word interface with the **Mailings** tab selected. The ribbon includes options for **Envelopes** and **Labels**. The main document area displays a letter template on a textured background. The letter content is as follows:

Your Name  
Prairie-Hills Junior High  
16315 Richmond Ave.  
Markham, IL 60428

June 3, 2019

Your Expert  
#### Street  
City, ST #####

Dear Your Experts Name,

The **Envelopes and Labels** dialog box is open, showing the **Labels** tab. It contains the following fields:

- Delivery address:** Your Expert, #### Street Name, City, ST #####
- Add electronic postage
- Return address:** Your Name, Prairie-Hills Junior High, 16315 Richmond Ave., Markham, IL 60428
- Omit
- Preview:** A small envelope icon with a return address label.
- Feed:** A small envelope icon with a postage meter label.

At the bottom of the dialog box, there are buttons for **Print**, **Add to Document**, **Options...**, **E-postage Properties...**, and **Cancel**. An orange arrow points to the **Add to Document** button.

1. Click on MAILINGS tab.
2. Click on ENVELOPES.
3. Type in the delivery address (person getting letter).
4. Type in the return address (your address)
5. Click ADD TO DOCUMENT



# Saving Document





Turning in Assignment

# TURN IN ASSIGNMENT

The screenshot shows the 'Assignments' tab in Microsoft Teams. At the top, there are navigation links for 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. Below this is a 'Back' button and a 'Turn in' button. The assignment title is 'Persuasive Letter'. The due date is 'Thu May 30, 2019 at 11:59 PM' and the points are '50 points possible'. The instructions are 'Use the direction booklet to help you.' and there are no reference materials. Under 'My work', a document titled 'Persuasive Letter' is shown with a context menu open, offering options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. An orange arrow points to the 'Turn in' button, and another orange arrow points to the 'Persuasive Letter' document.

1. Verify that your document is under MY WORK.
2. Click on TURN IN.