

# **KCA 83-84: TWO-PAGE LETTERS & LETTERS WITH ATTENTION AND SUBJECT LINES**

## **ESSENTIAL QUESTIONS:**

1. Can you properly format a TWO-PAGE letter?
2. Can you properly format a letter with ATTENTION and SUBJECT LINES?
3. Can you insert a HEADER into a letter?

## **WHAT ARE YOU LEARNING TODAY?:**

I am learning how to properly format a TWO-PAGE LETTER using a HEADER, and I am also learning how to properly insert an ATTENTION and SUBJECT LINE in a letter.

## **WHY DO YOU THINK THIS IS IMPORTANT?:**

This is important so that I may become aware of the ACCEPTED STANDARD for letter-writing formats. It will be valuable in my future whether I write one, receive one, or need this information for my future occupation. A world without these standards would be chaotic and disruptive to communication.