



# LANGUAGE ARTS

STUDENT BOOK

▶ **8th Grade** | Unit 8

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# Language Arts 808

## Writing, Listening, and Reading

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# Writing, Listening, and Reading

## Introduction

The study of language arts includes four important skills: *reading* and *listening*, to receive information, and *speaking* and *writing*, to express facts, ideas, and feelings to others. In this LIFE PAC® you will study a number of interesting aspects about three of these skills.

First, you will learn about letter writing. You will learn how to write business letters and personal letters. Knowing how to write good letters is a valuable skill.

Second, you will learn how to develop your listening skills. When people talk, their meaning is usually literal. Sometimes, however, the speaker's words imply what is meant; that is, the meaning must be inferred by the listener. At other times a speaker's meaning can be understood better if the listener recognizes nonverbal language as well as the use of certain figures of speech. Your study of listening will also include tips about how to be a good listener. To be able to listen well is another valuable skill.

Third, you will learn how to intelligently read nonfictional literature, including newspapers and news magazines. You will explore how to distinguish fact from opinion. You will learn that some news is slanted and that statistics can be misleading. You will also learn how to use logical thinking and how to evaluate sources of information. To learn all these skills is worth your time.

## Objectives

**Read these objectives.** The objectives tell you what you will be able to do when you have successfully completed this LIFE PAC. When you have finished this LIFE PAC, you should be able to:

1. Explain the structure and form of a business letter.
2. Write two kinds of business letters.
3. Explain the structure and form of a personal letter.
4. Name and write two kinds of personal letters.
5. Write effective emails.
6. Identify implied meanings.
7. List ways to identify verbal and nonverbal meanings.
8. List the characteristics of a good listener.
9. Distinguish between fiction and nonfiction.
10. Distinguish between fact and opinion.
11. Identify propaganda and slanted news.
12. Explain the importance of using logical thinking and reading.
13. Explain how statistics can be misleading.
14. Evaluate sources of information.
15. Identify the distinctive characteristics of news stories.
16. Explain the role of news magazines.
17. Use the spelling and vocabulary words in this LIFE PAC correctly.

# 1. WRITING LETTERS

The writing skill you will study in this section is letter writing. You will learn how to write business letters, personal letters, and emails.

Letter writing is an important skill. Much of the New Testament is made up of letters. Many business transactions depend on letters. Letters are written to absent relatives and friends. Letters are sometimes written to strangers, too. Letters can be an important part of your life.

Although the most common way of communicating with one's family and friends is in face-to-face conversation, sometimes writing letters is necessary instead. The ability to write good letters, whether for business or for social reasons, is an asset. When you need to do so, you should be able to write an effective letter using correct **form** and **structure** to convey your message clearly, neatly, and respectfully.

A properly written business letter will leave a favorable impression with the receiver and its message will be taken seriously. A sloppy letter, carelessly written, will make a bad impression—it may even offer an insult to a busy person

upon whose time and interest it is making a claim. Remember that a letter is a kind of image of one's self.

Personal letters written to friends should also use correct form and structure. Good letters show that the writers care and that they regard the receivers of their letters as special people. Good letters are fun to receive. The person who receives an enjoyable letter will probably read it more than once. The ability to write good letters is an important adult skill.

In this section you will learn how to write business letters, personal letters, and emails. You will learn that a letter has a structure (parts) and a form (style). You will learn how to write two kinds of business letters. First, you will learn about a letter that requests an adjustment because a bill you received is wrong. Then, you will write a letter of application. You will also be taught how to write two kinds of personal letters: friendly letters and thank-you letters. Finally, you will learn how to write emails.

## SECTION OBJECTIVES

**Review these objectives.** When you have completed this section, you should be able to:

1. Explain the structure and form of a business letter.
2. Write two kinds of business letters.
3. Explain the structure and form of a personal letter.
4. Name and write two kinds of a personal letters.



5. Write effective emails.
17. Use the spelling and vocabulary words in this LIFEPAC correctly.

## VOCABULARY

Study these words to enhance your learning success in this section.

**acquaintance** (u kwān' tuns). A person you know but not a close friend.

**addressee** (u dre sē'). The person to whom a letter is addressed.

**form** (fôrm). The way parts are arranged; style.

**indent** (in dent'). Begin a line farther from the left margin than other lines.

**margin** (mär' jun). Edge; blank space to the left and to the right of the printing or writing on a page.

**salutation** (sal yü tã' shun). A greeting; a letter begins with a salutation such as "Dear Sir."

**stationery** (stã' shu ner ē). Writing materials; paper, cards, and envelopes.

**structure** (stuk' chur). Anything composed of parts arranged together.

**title** (tī' tul). The name of a person's occupation, such as "Manager."

**Note:** All vocabulary words in this LIFEPAC appear in **boldface** print the first time they are used. If you are not sure of the meaning when you are reading, study the definitions given.

**Pronunciation Key:** hat, āge, cãre, fãr; let, ēqual, tērm; it, ĩce; hot, ōpen, ôrder; oil; out; cup, pũt, rũle; child; long; thin; /ʒh/ for then; /zh/ for measure; /u/ represents /a/ in about, /e/ in taken, /i/ in pencil, /o/ in lemon, and /u/ in circus.

## THE STRUCTURE AND FORM OF BUSINESS LETTERS

Because business letters are so important in almost everyone's life, a person should know how a good letter is put together. What are the parts of a business letter? How are they organized into an effective whole? These questions on **form** and **structure** will be answered in the following paragraphs.

The structure of a business letter refers to the arrangement of the letter's parts. A business letter has six parts. The form of a business letter refers to the letter's style. Although several forms may be considered, this LIFEPAAC will discuss only the full block form because it is the most common form used in business today. A business letter consists of these six parts:

1. **Heading:** The heading includes the writer's address and the date he writes the letter.
  2. **Inside Address:** The inside address includes the name, title, and address of the person or company to whom he is writing.
  3. **Salutation:** The salutation is the greeting that follows the inside address and is followed by a colon(:).
- Examples:**
- Dear Sir:
  - Dear Ms. Smith:
  - Gentlemen:
4. **Body:** The body includes the paragraphs of the letter.
  5. **Closing:** The complimentary close immediately follows the body of the letter and is followed by a comma.
- Examples:**
- Very truly yours,
  - Sincerely,
  - Respectfully,
6. **Signature:** The signature is the writer's name. It identifies who wrote the letter.



**Study the following example and complete the activity.**

- 1.1** Look for the six parts of a business letter in the preceding list. Write a sentence about each part defining it in your own words.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

**TEACHER CHECK**

\_\_\_\_\_ initials

\_\_\_\_\_ date

**8 lines** →

**Heading** { 251 Laurel Rd.  
Hohenwald, TN 38462  
April 11, 2014

**6-10 lines** →

**Inside Address** { Mrs. Lynn Davis, Manager ← **Title**  
Acme Manufacturing Company  
460 Main Street  
Ithaca, NY 14850

**Salutation** → Dear Mrs. Davis,

**Body** { This letter is an example of the full block form. The heading can begin at the left-hand margin, it can be centered, or it can be near the right-hand margin. If you type your letter, begin the heading eight lines from the top of the page. If you hand print your letter, print neatly and place the heading one or two inches from the top of the page. Use 8½" x 11" paper.

The inside address is six to ten lines below the date in the heading (one or two inches for hand-printed letters). If the name and title are placed on the same line, separate the two with a comma. If the title is long, place it on the next line. When you do not have a name for the inside address, use such terms as these: "Credit Department," "Service Manager", or "Personnel Office." The inside address and the remainder of the other parts of the letter begin at the left-hand margin.

The salutation begins two lines after the last line of the inside address (skip a line if you are hand printing). Use a colon after the name. Use "Dear, Dr., Mr., or Ms." with a name. If you are writing to a company, department or office, use "Dear Sir" or "Madam."

Do not **indent** paragraphs. Double space between the paragraphs of the body. The lines within the paragraphs are single spaced. For hand printing, skip a line between paragraphs.

The closing is placed two lines after the last line of the body. Skip a line for hand-printed letters. The closing has a comma at the end. Your full name is typed (or printed) four spaces below the closing (one and one-half to two inches for printed letters). Your signature is handwritten in the space between the closing and the typed (or printed) signature.

**Closing** → Sincerely,

**Signature** { *Robert Wines* } **4 lines**  
Robert Wines



### Complete this activity.

1.2 Make a list of the six parts of a business letter.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

Business letters are written on 8½" x 11" paper. Letters should be typed.

The heading can begin at the left-hand **margin**, it can be centered, or it can be near the right-hand margin. The heading begins eight lines from the top of the page.

The inside address is placed six to ten lines below the date of the heading, or one or two inches for hand-printed letters. As stated on the previous page, the inside address includes the name of the person and/or the company to whom the letter is being written. If the person addressed has a **title**, separate the name from the title with a comma if both are on the same line. If the person's title is long, place it on the next line.

The inside address, the salutation, the paragraphs of the body, the closing, and the signature all begin at the left-hand margin. In the full block form, paragraphs are not indented.

The salutation begins two lines after the last line of the inside address, or after one line if being hand-printed. When using a name, the

word "Dear" and a title, such as Mr., Ms., or Dr., comes before and a colon comes after.

■ **Example:** Dear Mr. Smith:

If the letter is being directed to a department or office, "Dear Sir:" is commonly used for an individual, "Gentlemen:" or "Dear Sirs:" for a company.

The lines inside the paragraph are single-spaced. Double spacing is usual, however, between each paragraph.

The closing is placed two lines after the last line of type in the body. The closing has a comma at the end.

■ **Example:** Very truly yours,

Notice that only the first word of the closing is capitalized.

The signature has two parts. The writer's name is typed (or printed) four lines, or one to two inches, below the closing.

■ **Examples:** John W. Jackson

The signature is handwritten between the closing and the signature.



**Answer these questions.** Explain the details of a typewritten letter.

- 1.3 How far from the top of the page should the heading begin? \_\_\_\_\_
- 1.4 How far down from the heading should the inside address begin? \_\_\_\_\_
- 1.5 How far down from the inside address does the salutation begin? \_\_\_\_\_
- 1.6 What is the distance between paragraphs? \_\_\_\_\_
- 1.7 How far down after the last line of the body does the closing begin? \_\_\_\_\_
- 1.8 What is the distance between the closing and the typed signature? \_\_\_\_\_

## TWO KINDS OF BUSINESS LETTERS

In business, letters are written to handle various transactions: buying, selling, or exchanging; extending credit or courtesy; making, breaking, or amending agreements; submitting applications and sometimes resignations. In ordinary daily life, however, two kinds of business letters are commonly used: the adjustment letter and the letter of application.

**The adjustment letter.** Writing an adjustment letter becomes necessary when someone has made an error. Perhaps you ordered some merchandise, and a company sent you the wrong thing. The error might be the price that was charged. The result is this: You have a complaint, and you want an adjustment so that the error will be corrected. Being polite and using tact are important. Your Christian background should show itself in all of life's activities, including business dealings. You are more likely to be treated courteously and efficiently when you, too, are considerate and polite.

What should you do if you were preparing a letter of adjustment? How can you go about organizing its contents so that the information

will be clearly stated and the adjustment you wish to be made will occur? Take note of the following suggestions:

Make a list of facts and specifics before you write your letter. Include them in the letter you write. Here is an example of such a list:

- a. Address (Credit Department, City Emporium, 1001 First Avenue, Niceville, IL 66061)
- b. Purchased a sled, stock #2001a on November 19, 20\_\_
- c. The regular price was \$29.95. You purchased it on sale for \$19.95.
- d. The purchase price charged to your account was the regular price rather than the sale price. Account #2204.
- e. Request an adjustment for the ten-dollar difference and sales tax on the difference.

Now you would be ready to write a business letter requesting an adjustment. You have all the facts and specifics you need. Your letter might look like this one:

429 Magnolia Avenue  
 Niceville, IL 66061  
 January 7, 20\_\_

Credit Department  
 City Emporium  
 1001 First Avenue  
 Niceville, IL 66061

Dear Sir or Madam:

On November 19, 20\_\_, I purchased a sled, stock #2001a, from your Sporting Goods Department. The regular price for this merchandise was \$29.95. This sled was on sale for \$19.95 the day I purchased it.

I charged this purchase to my account with your store. My account number is 2204. When I received my bill this month, I found that the regular price (\$29.95) had been charged to my account rather than the sale price (\$19.95). I am requesting that my bill be adjusted. Please subtract the ten-dollar (\$10.00) difference and the sales tax on this amount.

Sincerely yours,

*Alice R. Sanchez*

Alice R. Sanchez



### Complete this activity.

- 1.9** Type an adjustment letter in full block form. This letter will have all six parts that you have studied. Use the following list of facts and specifics:
- Address:  
 Mr. John R. Grissom  
 Credit Manager  
 Redondo Book Store  
 4319 W. 190th Boulevard  
 Redondo Beach, CA 90277
  - Purchased a set of DVDs, catalog #320887, on April 3, 20\_\_. The movies were delivered to your residence on April 10, 20\_\_.
  - Discs 7 and 12 were missing from the shipment.

# SELF TEST 1

**Answer true or false** (each answer, 1 point).

- 1.01 \_\_\_\_\_ Letters are sometimes sent to people you do not know.
- 1.02 \_\_\_\_\_ Emails are private and secure.
- 1.03 \_\_\_\_\_ A business letter has five parts.
- 1.04 \_\_\_\_\_ The paragraphs are indented in a personal letter.
- 1.05 \_\_\_\_\_ The parts of a business letter begin at the left-hand margin.
- 1.06 \_\_\_\_\_ The letter of application is only used to apply for a job.
- 1.07 \_\_\_\_\_ The addressee on an envelope for a business letter has the same appearance as the inside address.
- 1.08 \_\_\_\_\_ The parts of a personal letter are similar to a business letter but slightly different in form.
- 1.09 \_\_\_\_\_ Personal letters should be typed rather than handwritten.
- 1.010 \_\_\_\_\_ Thank-you letters are the longest kind of personal letters.

**Match these items** (each answer, 2 points). You may use an answer more than once.

- 1.011 \_\_\_\_\_ The paragraphs in a letter                      a. closing
- 1.012 \_\_\_\_\_ Your address and the date a                      b. body  
letter was written    c. heading
- 1.013 \_\_\_\_\_ Not found in personal letters                      d. salutation
- 1.014 \_\_\_\_\_ "Sincerely yours,"    e. signature
- 1.015 \_\_\_\_\_ Appears below the closing    f. inside address
- 1.016 \_\_\_\_\_ The name and address of the  
person being written to
- 1.017 \_\_\_\_\_ "Dear Mr. Smith:"

**Complete each statement** (each answer, 3 points).

- 1.018** The form of business letter that you studied in this LIFEPAK is called the \_\_\_\_\_ form.
- 1.019** The size of paper used for business letters is \_\_\_\_\_ .
- 1.020** Emails begin with a \_\_\_\_\_ line.
- 1.021** People who \_\_\_\_\_ often use shortened versions of words or phrases.
- 1.022** The salutation ends with a colon in a \_\_\_\_\_ letter.
- 1.023** The salutation ends with a comma in a \_\_\_\_\_ letter.

**Briefly describe the purpose of each kind of communication** (each description, 5 points).

- 1.024** adjustment letter \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 1.025** email message \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 1.026** letter of application \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 1.027** friendly letter \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 1.028** text message \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 1.029** thank-you letter \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Answer this question** (this answer, 5 points).

**1.030** What is the value of being able to write good letters?

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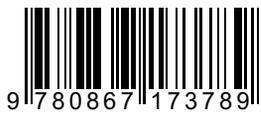
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