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**EXAMPLE OF WHAT A
FINISHED FORMAL LETTER
SHOULD LOOK LIKE.**

Manager, Ironwood Stadium Cinema 8
1760 US Highway 395 North
Minden, Nevada 89423

Dear Manager:

I am a teacher at Pau-Wa-Lu Middle School and a big fan of your theatres. I have been going to your facility to see movies since you opened in the 90's. I am writing to you because I have some suggestions on how you might improve your theatre.

Ironwood Stadium Cinema 8 is the only local movie theatre in our town. Its convenient location is great for my busy lifestyle; I like to hit World Gym for a nice workout before seeing a movie, and I like to swing by Starbucks for a hot beverage on my way home. However, lately I find myself wanting to drive the extra fifteen minutes to Carson to watch a movie at the Galaxy Theatres. I often consider going to Carson because there are many areas in which your theatre needs to improve.

First of all, your floors are constantly sticky and covered with garbage. It seems like they never get a thorough cleaning, and I find my feet constantly sticking to the floor. Secondly, your employees often appear bored and angry. In a deteriorating economy, I don't know why your workers seem disturbed instead of grateful for having jobs; they should take my money and my ticket with a friendly smile. Finally, your concessions are overpriced for their lack of quality. I've been to the theatre twice recently to find the popcorn machine broken and the Diet Coke flat. Considering that theatres make most of their money on concessions, you should take the time to make sure all of yours are top-notch.

Thank you for taking the time to read my letter. I hope you will consider my suggestions.

Sincerely,

Zoe Greenberg

Business Letter Peer Response

Writer: _____ Reader: _____

1. Is there anything indented in this letter?
2. Is the salutation followed by a colon (:)?
3. How many sentences are in the first paragraph? **(There should be 2-3.)**
4. Does the writer introduce him/herself in the first paragraph?
5. Does the writer tell why s/he is writing the letter in the first paragraph?
6. How many sentences are in the second paragraph? **(There should be 3-5.)**
7. Does the writer state something s/he knows in the second paragraph?
8. Does the writer state why s/he is interested in the second paragraph?
9. How many sentences are in the third paragraph? **(There should be 3-5.)**
10. Does the writer make a request in the third paragraph?
11. Does the writer ask a question in the third paragraph?
12. How many sentences are in the fourth paragraph? **(There should be 1-2.)**
13. Does the writer express gratitude in the fourth paragraph?
14. Is there one space between each body paragraph?
15. Does the writer use appropriate language and tone in the letter?
16. Is "sincerely" spelled correctly and followed by a comma?
17. Did the writer sign his/her name in black ink above the typed signature?
18. Does the letter fit on one page?

Business Letter: *Humanitarian Crisis in Syria*

STEP 1: Reread your answer to the warm up on the crisis in Syria. Review your bubble map and reflection answers. Describe what you'd like to see the United States do to help (or not help) and the main reason why below:

STEP 2: Write a rough draft on a separate sheet of paper. Your letter should be four paragraphs long and include the following:

Paragraph 1: State position and purpose (2-3 sentences). This includes introducing yourself, explaining where you are writing from, and explaining why you are writing the letter.

Paragraph 2: State what you know and why you are interested (3-5 sentences). This includes facts and details you know about what is happening in Syria, how you feel about the situation and the reasons why you feel the United States should or should not become involved with the problems in Syria.

Paragraph 3: State what you want or what you want to know (3-5 sentences). This is where you ask your reader any questions you want answered or where you make a request for something.

Paragraph 4: Express gratitude (1-2 sentences). Thank your reader for taking the time to read your letter and consider your requests.

STEP 3: Revise and edit your rough draft. Make changes that will improve the ideas, organization, voice, and conventions of your letter. List at least three changes you've made after revising your letter:

- 1.
- 2.
- 3.

STEP 4: Copy your FINAL DRAFT on the back of this sheet! Use pencil!

STEP 5: Proofread your final draft. Double-check your work for any skipped or repeated words/phrases. Make sure you used proper business letter punctuation and formatting!

Where is SYRIA?



Background on how the violence started and what's happening currently:

Influenced by major uprisings that began elsewhere in the region, antigovernment protests broke out in the southern province of Dar'a in March 2011 with protesters calling for the repeal of the restrictive Emergency Law allowing arrests without charge, the legalization of political parties, and the removal of corrupt local officials. Since then demonstrations and unrest have spread to nearly every city in Syria, but the size and intensity of protests have fluctuated over time. The government responded to unrest with a mix of concessions - including the repeal of the Emergency Law and approving new laws permitting new political parties and liberalizing local and national elections - and force. However, the government's response has failed to meet opposition demands for President Bashar al-ASAD to step down, and the government's ongoing security operations to quell unrest and widespread armed opposition activity have led to extended violent clashes between government forces and oppositionists. International pressure on the ASAD regime has intensified since late 2011 as the Arab League, EU, Turkey, and the United States have expanded economic sanctions against the regime. Lakhdar BRAHIMI, current Joint Special Representative of the United Nations and the League of Arab States on the Syrian crisis, in October 2012 began meeting with regional heads of state to assist in brokering a cease-fire. In December 2012, the National Coalition of Syrian Revolution and Opposition Forces was recognized by more than 130 countries as the sole legitimate representative of the Syrian people. Unrest persists in 2013, and the death toll among Syrian government forces, Opposition Forces, and civilians has topped 60,000.

On 2 January 2013, the [United Nations](#) stated that the war's death toll had exceeded 60,000,^[57] on 12 February, this figure was updated to 70,000.^[45] According to various opposition activist groups, between 50,000 and 63,735 people have been killed,^{[28][44][58]} of which about half were civilians, but also including 26,110–27,900 armed combatants consisting of both the Syrian Army and rebel forces (known as the Free Syrian Army), up to 2,505 opposition protesters^{[42][43]}

and 1,000 government officials.^[31] By October 2012, up to 28,000 people had been reported missing, including civilians forcibly abducted by government troops or security forces.^[60] According to the UN, about 1.2 million Syrians have been displaced within the country.^[48] To escape the violence, hundreds of thousands of [Syrian refugees](#) have fled to neighboring countries. In addition, tens of thousands of protesters have been imprisoned and there were reports of widespread [torture](#) and psychological terror in state prisons.^{[61][62]} International organizations have accused both government and opposition forces of severe human rights violations.^{[63][64]} However, human rights groups report that the majority of abuses have been committed by the Syrian government's forces, and UN investigations have concluded that the government's abuses are the greatest in both gravity and scale.

The Government:

Government type:

republic under an authoritarian regime

Capital:

name: Damascus

geographic coordinates: 33 30 N, 36 18 E

time difference: UTC+2 (7 hours ahead of Washington, DC during Standard Time)

Executive branch:

chief of state: President Bashar al-ASAD (since 17 July 2000)

Population and Demographics:

Nationality:

noun: Syrian(s)

adjective: Syrian

Ethnic groups:

Arab 90.3%, Kurds, Armenians, and other 9.7%

Languages:

Arabic (official), Kurdish, Armenian, Aramaic, Circassian (widely understood); French, English (somewhat understood)

Religions:

Sunni Muslim (Islam - official) 74%, other Muslim (includes Alawite, Druze) 16%, Christian (various denominations) 10%, Jewish (tiny communities in Damascus, Al Qamishli, and Aleppo)

Population:

22,530,746 (July 2012 est.)

Age structure:

0-14 years: 34.6% (male 3,990,769/female 3,793,859)

15-24 years: 21.1% (male 2,431,142/female 2,326,152)

25-54 years: 36.1% (male 4,140,624/female 4,001,430)

55-64 years: 4.4% (male 487,540/female 501,217)

65 years and over: 3.8% (male 393,984/female 464,029) (2012 est.)

Syrian Refugees registered through the United Nations (known refugees)

750,952 Individuals

Demography



Total Syrian refugees registered or awaiting registration

The total number of registered refugees and individuals awaiting registration is 936,717 as of 25 February. This includes 7,642 Syrian refugees registered in North Africa.

Describe the way people’s lives in Syria are being impacted by the Civil War in that country. Use a bubble map to help organize your thoughts.

List the reasons WHY the United States SHOULD or SHOULD NOT help the people of Syria overthrow their government.

Describe some of the ways in which the United States could help if we choose to help.

What are some advantages or disadvantages to helping the people of Syria? How might it affect Americans in either a good or bad way?

What do you think President Obama should encourage our country to do regarding Syria? In your opinion, should he ask our country to help or not?