

5: Environmental Action: Writing a Standard Business Letter



Emily Gargula and Kellie Martin write letters to effect a positive environmental change in their town.

Goal:

The students will actively participate as concerned citizens to preserve our natural water/land resources and to reduce environmental degradation.

Objectives:

1. The students will exhibit an understanding of the integration of language arts, social studies, and science by writing a one-page report about sediment control, stormwater runoff or pollution learned in their Muddy Run unit.
2. The students will write a standard business letter applying the basic rules for such, as well as use proper capitalization and grammar rules learned in Language Arts.
3. The students will write a business letter based on any interest of their choice concerning what they have learned from the Muddy Run Watershed Unit to a proper authority or adult.
4. The students will participate in taking environmental action by writing a letter to an audience of their selection that expresses their individual concerns.

Procedures:

After completion of the Muddy Run Watershed Project, all students write letters to any appropriate authority about their concerns or interests. They can select authorities from the local, state, or national levels. The standard practices for preparing the letters are taught in the language arts and social studies classes.

Assessment:

Alternative Assessments, e.g., students 1) write a business letter to a political leader or authority of their choice using satisfactory language arts skills, 2) complete voluntary individual/small group environmental projects like environmental survey and analysis to gain primary information for letter writing, 3) give a speech to class or organizations, 4) write a paper on environmental topic of interest to student, 5) create environmental posters, 6) write environmental picture captions, 7) write article for school paper

Resources to Implement:

Teacher handouts:

- Letter Writing Outline for Standard Business Letter
- Samples of Standard Business Letter
- Addresses of political leaders at local, state and national levels

Transparencies:

- Letter Writing Outline for Standard Business Letter

Literature:

- Language Arts text

Equipment:

- Overhead Projector/Screen
- Computer/Printer (Optional)

Posters:

- Numerous enlarged letters on display

PA Academic Standards for Environment and Ecology:

- 4.1. Watersheds & Wetlands
- 4.2. Renewable and Non-Renewable Resources
- 4.3. Environmental Health
- 4.4. Agriculture and Society
- 4.5. Integrated Pest Management
- 4.6. Ecosystems and their Interactions
- 4.7. Threatened, Endangered & Extinct Species
- 4.8. Humans and the Environment
- 4.9. Environmental Laws and Regulations



Sara Hayden and Maggie Reilly give a presentation at a conference detailing the application of environmental literacy by Huntingdon students.