

## Letters of Inquiry

**Objective:** Students will be able to write a professional letter of inquiry to find answers that a website or pamphlet may not provide.

**Materials:**

Model Letter of Inquiry outline (handout 1)

Sample letter to cut into parts (handout 2)

Task cards (handout 3)

Paper

Pencils

Glue/tape

**Preparation:** The task cards must be cut prior to lesson.

### Instructions: (30 minutes)

**Part 1: What is a letter of inquiry (15 minutes)**

1. The students will see an example on overhead of what a letter of inquiry is and what information goes into each part (handout 1).
2. Discuss how they are used and what type of information they can request: such as informational available scholarships, general questions and more.
3. The students will try piecing together a sample letter (handout 2). Each student will receive a sample letter they must cut into parts. It is the student's job to place the parts in the correct order using the model as a guide.
4. Once the student believes all the parts are in the correct spot, their work is checked and the student may glue/tape the sample letter to the back of the model.

**Part 2: Letter of inquiry (15 minutes)**

1. The students now have a model and an example of what a letter of inquiry should look like.
2. The students will now write their own letter of inquiry. Each student will receive a task card (handout 3). The task cards state who they are writing to, and what information they are seeking.
3. Once the student is finished the letter will be checked to see what improvements should be made if any. The instructor should tell the students that the goal of this lesson is to begin their letter. If they can finish their letter within this allotted time frame, that is terrific! However, the students should not feel stressed to complete

their letters, but rather the students should take this time to practice what they have learned in part 1.

**Part 3: Extension (If students finish early)**

1. If a student is done early and would like a challenge. Have them write a letter of inquiry to a university they are thinking of attending and have them mail/email it and see what the response is.

**P2HS Closure/Transition:**

Note to students: This is one of the most valuable skills to work on. Letters of inquiry will be used when applying to programs, workshops, jobs, and college.