***Directions:* Create a letter about factory life during the Industrial Revolution. Use the checklist below.**

* Format
  + Proper business letter format
  + Typed, Times New Roman Font
  + Correct time era, location, etc. (i.e. watch your date and location!)
  + NO inappropriate names, locations, etc. Also, proper academic language is necessary.
* Content
  + Write from the perspective of a historical figure (factual or fictional)
  + Identify and explain the working conditions in factories
  + Create and explain a variety of solutions to the issues faced within and as a result of factories
  + Incorporate information from your notes, primary sources, and experientials

5 Hill Street

Madison, Wisconsin 53700

March 15, 2005

Ms. Helen Jones

President

Jones, Jones & Jones

123 International Lane

Boston, Massachusetts 01234

Watch punctuation!

Dear Ms. Jones:

This paragraph explains to the sender why you are writing to them. It can also address who you are and what authority on the topic you may have. It is usually one sentence, but may contain more.

This paragraph explains the evidence that supports your stance. It will usually be the longest of all the paragraphs. You can break into smaller paragraphs if you have multiple issues and examples that need to be addressed.

This paragraph contains the call to action (i.e. what do you want to happen?). In addition, it thanks the sender for his/her time.

Only time when there are three spaces instead on one! Your signature goes here.

Sincerely,

John Doe

Administrative Assistant

**Proper Business Letter Form**

Receiver’s name, title, & address.

Your address.