

Contemplating Correspondence

Directions: *The following questions ask you to think about letters and the reasons that people write them.*

1. Why do people write letters? What are some specific events or purposes when letter writing is important or expected?
2. When would sending a letter be more appropriate or convenient than using another means of communication?
3. Letters can be written in different styles or formats. What are the two main formats for writing letters?
4. What benefits result from following a specified format when writing a letter?
5. With the growing popularity of e-mail, IMs, and text messages, some people speculate that letter writing will become a thing of the past. What is your opinion? Will letter writing remain a vital part of business and personal communications?