

Connectivity Level 4
Optional Writing Task

UNIT 5

WRITING TASK: Write a formal letter of complaint

To the Teacher: Hand out the next page to the students. Have students complete their writing task in the space provided.

Vocabulary:

Inconsiderate behavior: *it ticks me off, it bugs me, it gets on my nerves, cut in line, take too long to (do something), blast loud music, make a lot of noise*

Adjectives to describe annoying public conduct: *disrespectful, impolite, inconsiderate, inexcusable, irresponsible, unacceptable, unpleasant*

GSE Objectives:

ALWP0073: Can support a main idea with examples and reasons. (57)

GLVC1710d: Can use language related to being polite, impolite, or rude. (59-75)

GLWP0453: Can clearly signal problem and solution relationships in structured text. (62)

GLWP0370: Can write about feelings and the personal significances of experiences in detail. (67)

UNIT 5

WRITING TASK: Write a formal letter of complaint

Directions: Think about a time when you had a negative experience in a store or a restaurant. Write a letter of complaint to the manager. Use standard formal language and correct letter format. Use the following questions for ideas.

- Where did you have a negative experience?
- What happened that made you unhappy?
- Who was involved? How would you describe their behavior?
- How did the staff or the restaurant or store respond?
- What do you want the manager to do to resolve the problem?

Write your letter:

[illegible]