



# Middle School Back to School



## Supply List

All students are asked to have the following supplies with them on the first day of the 2011-2012 school year. Students are also responsible for replenishing these supplies whenever they run out during the year.

- 6 Three-Subject Notebooks (8 1/2" X 11") *One notebook for each of the following classes: Science, Social Studies, Literature, Language Arts, Math, and Spanish. Choose the "3-Subject" notebook, so that you can have classwork for all 3 trimesters kept in the same class notebook.*
- 1 One-Subject Notebook for Religion
- 6th Graders ONLY: 2 marbled composition notebooks (*One each for Science and Literature*)
- A pocket folder for each subject listed above
- Merriam-Webster's Dictionary (*pocket size is fine*)
- Pens (*no clicker pens, please*)
- #2 pencils
- Scissors
- Glue
- Ruler
- Washable markers
- Colored pencils
- Graph paper
- Loose leaf paper
- \*\*\*Two full boxes of tissues\*\*\* (*All students MUST have*)
- Book covers or book socks (*NO contact paper is allowed*)
- One pack of (4) whiteboard markers
- One USB flash drive

Students should also have a book bag for transporting books. Please keep them to a reasonable size.

Thank you,

The Middle School Teachers



# Styles for Business and Friendly Letters

## Business Letters

From a letter requesting information about a product to a letter asking for charitable donations, business letters are a common form of formal writing, writing intended for readers with whom the writer is not personally acquainted. Whatever the subject, an effective business letter

- includes six parts: the heading, the inside address, the salutation or greeting, the body, the closing, and the signature.
- follows one of several acceptable forms: In *block format*, each part of the letter begins at the left margin; in *modified block format*, the heading, the closing, and the signature are indented to the center of the page.
- uses formal language to communicate respectfully, regardless of the letter's content.

The heading indicates the address and business affiliation of the writer. It also includes the date the letter was sent.

## Model Business Letter

In this letter, Yolanda Dodson uses modified block format to request information.

The **inside address** indicates where the letter will be sent.

A **salutation** is punctuated by a colon. When the specific addressee is not known, use a general greeting such as "To whom it may concern."

The **body** of the letter states the writer's purpose. In this case, the writer is requesting information.

The **closing** "Sincerely" is common, but "Yours truly" and "Respectfully yours" are also acceptable. To end the letter, the writer types her name and provides a **signature**.

