

Student Name:
Teacher Name: Eddy/Wimberley
Class Name/Subject: English 1
Period: 3/4
Assignment Week #: 5

English 1 Writing Assignment

Of Mice and Men Essay #1

Sheriff's Letter



As the book *Of Mice and Men* begins, we are not certain why George and Lennie have left the town of Weed. In an angry tirade, George gives the reader some idea.

“Well how the hell did she know you jus’ wanted to feel her dress? She jerks back and you hold it like it was a mouse. She yells and we got to hide in a irrigation ditch all day with guys lookin’ for us, and we got to sneak out in the dark and get outta the country.”

Prompt:

You will write a professional letter taking the perspective of the Sheriff from the town of Weed. As the Sheriff, you will write a business style letter to the owner of the ranch explaining the circumstances surrounding George and Lennie’s departure from Weed.

Your letter must also include the following information:

- Let the owner of the ranch know what steps you are taking to bring the fugitives, George and Lennie, into custody.
- Advise the owner of the ranch as to what steps he should take regarding the matter.
- Determine in your letter as the Sheriff if the two men are dangerous and if there is any reward for their capture.

Seven Components of Full Block Format

1. The **heading** includes the date the letter is written. If you do not use letterhead stationery, you need to include your address over the date.
2. The **address** above the salutation is the letter recipient's full address. This address should match the address on the envelope.
3. The **salutation** is the line that begins "Dear..." Use Mr. for men and Ms. for women. Try to obtain a name to whom you can address your letter. If you cannot obtain a name, you should use "To Whom It May Concern" as a salutation. You can also include an **attention line** two spaces down from the recipient's address as well as a **subject line** (if necessary):

Attention: Technical Director

Subject: Purchase Order #41763

4. The **body** of your letter contains the text of your message.
5. The **complimentary close** should appear two lines below the last line of the body, at the left margin. Capitalize only the first letter of the first word and always end the line with a comma. You can use a variety of closures including Yours truly, Sincerely, Sincerely yours, Best regards or Best wishes.
6. Your **signature** should be in blue or black ink. Allow four vertical spaces for your signature.
7. The **identification** line contains your typed name, and, if you have one, your title. Depending on the purpose of the letter, you can position your phone number or social security number in place of your title.

BLOCK FORMAT LETTER

5 Hill Street

Madison, Wisconsin 53700-----***RETURN ADDRESS***

March 15, 2003-----***DATE***

Ms. Helen Jones-----***ADDRESS***
President

Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

BODY

Dear Ms. Jones:-----***SALUTATION***

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

-----***SPACE BETWEEN PARAGRAPHS***-----

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs. After writing the body of the letter, type the closing, followed by a comma, leave 3-4 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,-----***COMPLEMENTARY CLOSE***

-----***SIGNATURE GOES HERE***

John Doe-----***IDENTIFICATION LINE***