Standards:

- Students will gather facts from a broad range of reading materials.
- Students will use correct mechanics and spelling in well-organized writing.
- Students will communicate for different situations and audiences.
- Students will search for valuable and appropriate information on the Internet.
- Students will demonstrate word processing skills.

Task: After searching for tourist bureau information for your state, write a letter to them requesting information. Include a request for the specific information you need for your research.

Process: Now that you have chosen the state you will research, you must contact that state for information. Be sure to write your request in the form of a business letter. Information you may want to request:

- State information: flower, animal, nickname, governor, population, major cities, climate, etc.
- Interesting facts about your state
- History of your state
- Fun things to do when visiting
## Rubric:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (5 points)</th>
<th>Acceptable (3 points)</th>
<th>Needs Work (1 point)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Format</strong></td>
<td>All elements of a business letter included in the right place (addresses, date, closing, signature)</td>
<td>Some elements missing or in wrong place.</td>
<td>Some elements missing and in the wrong place.</td>
</tr>
<tr>
<td><strong>Information Requested</strong></td>
<td>Four types of information requested.</td>
<td>Two or three types of information requested.</td>
<td>One type of information requested.</td>
</tr>
<tr>
<td><strong>Letter Mechanics and Spelling</strong></td>
<td>No errors.</td>
<td>One to three errors.</td>
<td>More than three errors.</td>
</tr>
</tbody>
</table>