Module A
Write a Postcard

Project Description
You are planning a trip to Springfield, Illinois. You know that there are many places to visit and sites to see, but where do you begin? A good place to start is to request a visitor’s guide.

Assignment
There are many different organizations that will send you a Springfield Visitor's Guide.
(1) Visit the websites below.

(2) Choose one site from which you will request a Visitor's guide.

(3.) Find the name and address where you can write to request a guide. Print that page.

(4.) Compose a business letter requesting a Springfield Visitor's Guide. List our school address as your return address.

(5.) Follow the Grammar Requirements listed below when writing your business letter.

(6.) Address your envelope. Remember to use our school address for your return address.

(7.) After proofreading your letter and envelope, turn both in for my review.

(8.) When you get your letter and envelope back, you will also receive a stamp. Stamp your envelope.

(9.) Tri-fold your letter, put it in the envelope, and seal the envelope.

(10.) Turn in your letter to be mailed.

(11.) Your information should arrive within a week or two. Keep any information mailed to you in your project portfolio.

Enjoy Illinois: Illinois Bureau of Tourism
www.enjoyillinois.com

Springfield Convention & Visitors Bureau
www.visit-springfieldillinois.com

Welcome to the State of Illinois Web Site
www.illinois.gov

Grammar Requirements
In order to earn full points, follow the rules for writing a complete sentence.
• Use capital letters to begin sentences and for proper nouns.
• Remember to use ending punctuation. Be adventurous and try using at least one exclamatory sentence!
• All sentence need to have a minimum (at least) 7 words.
• Words must be spelled correctly. Use the spell check feature in PowerPoint to proof your spelling.