

## Writing an Autobiographical Story

Has anyone ever shared a life story with you?

Have you ever heard your parents or an older person start a story by saying “When I was growing up”? If so, then you are lucky! You have helped preserve a memory for someone else!

One way that your memories can be preserved is through writing an **autobiographical story** which is a story that tells the reader all about you. So, to get to know you better, your first writing assignment for 9th grade Language Arts is to write your own autobiographical story based on one of your most memorable life experiences.

### Words to Know

**autobiographical**

**narrative**

**audience**

**sequence of events**

**chronological order**

**perspective**



### ***Getting Started***

There is always preparation that needs to be completed before you actually begin writing. To get started, on a separate sheet of paper, list at least three or four experiences in your life that were really meaningful to you.

Then, write down details about each experience. For instance, write down who was with you, where the experience happened, and when it happened.

Once you have a few experiences, choose your favorite one from your list to write about, then look on the next page for instructions on how to write about your favorite experience.



### ***Writing Format for Your Autobiographical Story***

There is no page length requirement or paragraph minimum or maximum; the number of paragraphs next to each part of the story below are provided as guidelines.

#### **Introduction (one or two paragraphs) Use these notes to write your introduction.**

Open with a bang! Engage the reader with a great opening sentence or paragraph.

Provide detailed background information so the readers are drawn into the story.

Write clearly so the reader will easily understand and follow the story.

#### **Body (one-four paragraphs) Use these notes to write the body of your story.**

Each paragraph should be written in chronological order. That means to write what happened, first, next and last.

Use many details. For instance, if you're talking about your first day of school describe how your classroom looked. If you're writing about a time you learned to cook your favorite food, describe how it smelled and tasted.

#### **Conclusion (one paragraph) Use these notes to write the conclusion to your story.**

Summarize your story and explain something important about it. For instance tell how the experience helped you to grow up, or inspired you to dream for the future.

Now that you've learned the steps, write your autobiographical story on a separate sheet of paper. You can use more than one sheet of paper if you need to. Title your story, "My Favorite Life Experience So Far". You can add a drawing to go along with your story if you like. Be sure to spell all words correctly, and make sure all sentences begin with a capital letter, and end with the correct punctuation (a period, question mark, or exclamation point.) Be sure to write your story in your own handwriting. Do not type it. And most of all, have fun!

## Writing a Business Letter

A business letter is a type of formal written correspondence in which the tone, style and format are very precise and adhere to strict guidelines. It is a purpose driven letter, not a friendly note.

When writing a thank-you note, it is acceptable to use conversational language, however in a business letter, it is not. A business letter focuses on its intended business purpose; such as stating and solving a problem, requesting or providing specific information, or announcing or summarizing an event or activity. It must be grammatically accurate, clearly written and polite.

### Considerations when writing a business letter

**Clarity of the writing:** The letter must be thorough, clear and brief.

**Courtesy:** You must always be polite in your business letter. Do not reveal angry or negative sentiments. Even if you are writing to complain, always be polite!

**Style:** Your sentences must be formal; you cannot use slang or write in phrases or fragments. Spell words out correctly with no abbreviations; a business letter is the extreme opposite of a text message.

**Vocabulary:** Use the most formal version of a word or concept; for example, instead of writing “I was lied to”, write, “I was given incorrect information”.

**Tone:** You are not writing to your best friend or an enemy. Be respectful in your tone; you and the person you are writing to very likely do not know one another. Your best chance for getting the results you want from your letter is by being courteous and respectful.

## Formatting a Business Letter

**A business letter contains the following parts:**

**Heading:** This is your full address and the date of the letter.

**Receiver's Address:** This is the full title and address of the person you are writing to. Make sure you include the name of the company.

**Salutation:** The salutation used is generally "Dear". You are not being personal, just courteous. The salutation is also followed by a comma.

**Body of the letter:**

**The first paragraph** usually states the purpose for writing in a clear and focused manner.

**The second paragraph** includes information that is needed for your to achieve your goal.

**The third paragraph** is to thank the person in advance for their time, attention and cooperation or for whatever action you require or are requesting.

**Closing:** A business letter must close formally and succinctly. In general, "Sincerely," is most often used. However, as long as the closing is formal, polite and succinct, there are a variety of words or short phrases that are acceptable. For example, "Cordially," is equally effective.

**Signature:** Sign your name, then type or print your name underneath.

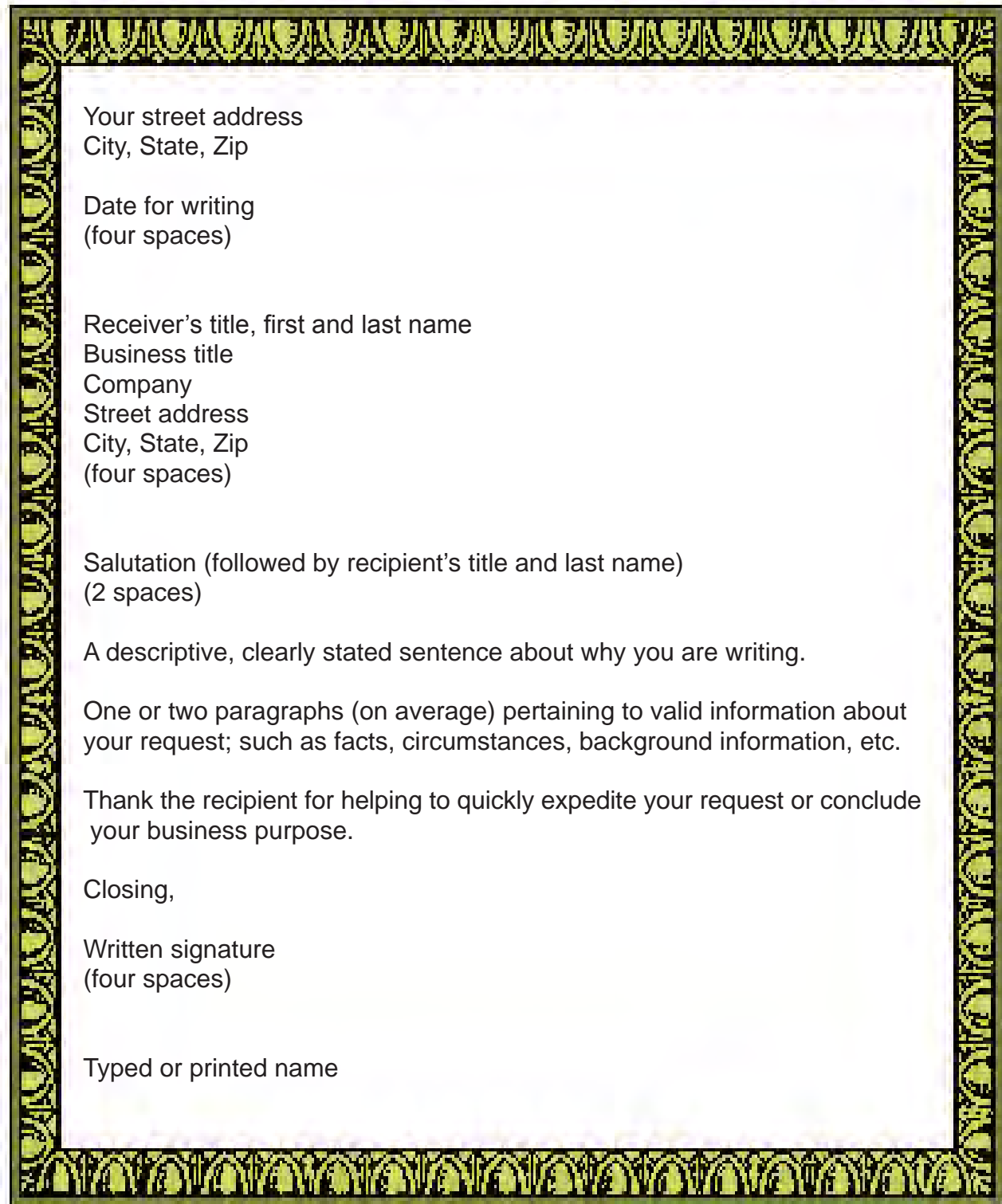
*On the next 2 pages you will find a template for a business letter, and a sample business letter. After you study them complete the following assignment.*

**Assignment:**

**On a separate sheet of paper in your own handwriting write to an imaginary store asking for a refund of an imaginary product you didn't like or couldn't use.**



## Business Letter Template



Your street address  
City, State, Zip

Date for writing  
(four spaces)

Receiver's title, first and last name  
Business title  
Company  
Street address  
City, State, Zip  
(four spaces)

Salutation (followed by recipient's title and last name)  
(2 spaces)

A descriptive, clearly stated sentence about why you are writing.

One or two paragraphs (on average) pertaining to valid information about your request; such as facts, circumstances, background information, etc.

Thank the recipient for helping to quickly expedite your request or conclude your business purpose.

Closing,

Written signature  
(four spaces)

Typed or printed name

**Heading:**

Mr. R. Hyde  
2350 Splinter Road  
Dry Wood Lake, SD 57262

May 12, 2004

## Sample Business Letter

**Inside  
address:**

Mr. A. Picket  
Noah Fence Company  
44904 Ace Drive  
Wounded Knee, SD 57794

**Salutation:**

Dear Mr. Picket:

**First  
paragraph:**

When you sold me six foot stockade fence at 20% off, I assumed the 20% referred to the price, not the height of the fence. I was dismayed to find I was delivered four foot stockade fence. When I called your Customer Service Department, their solution was to have the additional two feet of fence delivered at an extra charge. This presents a bit of a problem for me.

**Second  
paragraph:**

I would greatly appreciate it if you would send a delivery truck to my address with the six foot stockade fence that I originally purchased, and pick up the four foot fence and all the two foot pieces. I'm hoping this can be done within the week as I'm most eager to put up my six foot privacy fence.

**Third  
paragraph:**

I would greatly appreciate personal attention to the matter. Thank you for your time and cooperation.

**Closing:**

Best Regards,

**Signature:**

**Rohnin Hyde**

Mr. Rohnin Hyde