**Romeo and Juliet Business Letters**

You will write a **pair** of Romeo and Juliet-related letters, **both** in Business Letter Format (see below).

In the **first letter**, you will pretend to be one of the characters in the play or a “generic citizen” of Verona who writes a letter of complaint to one of the major characters in the play. In your letter, you will open your first paragraph with what you saw the character do or say and then voice why those words and/or deeds are a problem or may present a problem. The main body paragraph of your letter will discuss other situations relating to your complaint and the position you are taking; you can even offer advice regarding what the character can do to fix the situation or avoid disaster. The third body paragraph of your letter will end with a statement thanking the character for his/her attention and asking for some response or “call to action” to be carried out by the recipient of the letter to show that he or she has taken your observations/suggestions/analysis to heart.

The **second letter** will be a response from the character addressed in the first letter. This letter will explain the situation in which the character found himself/herself and his view of the circumstances that prompted his actions noted in the first letter. This second letter will then defend—or apologize for—the character’s actions. The body of this letter will end with a statement thanking the writer of the first letter for his/her concern/advice and can include the recipient’s reaction to the request or “call to action”.

**Each** letter should be a minimum of ¾ page long, typed in 10- to 12- point font with ½ to 1-inch margins. **Both** letters will employ, in proper form, the **six required elements** of a business letter: a) the date, b) the sender’s address, c) the inside (recipient’s) address, d) the salutation, e) the complimentary close, and f) the sender’s signature. **Both** letters must also employ proper tone for a business letter and good writing mechanics.

Your letters will be graded on accurate portrayal of the facts of the play as well as correct format for business correspondence. They will also be graded on how in-depth and believable the concerns and defenses—and their respective explanations—are. In both letters, consider the whole situation from the letter writer’s knowledge and point of view, including a) his or her view of the “history” behind the situation, b) his or her view of people’s conflicting motives, c) his or her attitude as the character who is writing the letter, and d) his or her understanding of possible outcomes for the actions he or she observes and/or recommends. **You must remain true to the play as far as the situations and attitudes you describe.**

**You do NOT have to use Elizabethan English; you may write your letters in modern-day language.**

You may sign your character’s name, or you may sign a creative pseudonym, or you may use both (for example, Romeo “Moody & Blue” Montague or Juliet “Verona Vixen” Capulet). *Make sure the letter is* ***signed*** *by the character.* Your name as the person turning in the assignment will be known by your Learn account when you share the two completed documents..

You may **choose from the following list of characters along with the “generic” Citizen of Verona:**

|  |  |
| --- | --- |
| * Romeo | * County Paris |
| * Juliet | * Prince Escalus |
| * Friar Laurence | * Lord Capulet |
| * Nurse | * Lady Capulet |
| * Benvolio | * Lord Montague |
| * Mercutio | * Lady Montague |
| * Tybalt | * Citizen of Verona |
|  |  |

**Personal Business Letter Format**

Date }*-------This is always a good idea so you can keep a record of communication*

Writer’s Name }

Writer’s Street Address }*-------This part of a business letter is called the “heading”.*

Writer’s City, State Zip Code }

Addressee (recipient) of the Letter }

Title (if applicable) }

Company Name (if applicable) }-------*This is the “inside address” of the person to whom you are sending the letter.*

Street Address } *Skip TWO lines between the heading (above) and the inside address.*

City, State Zip Code } *Skip ONE line between the inside address and the salutation (below).*

Dear Addressee: }-------*This is the salutation. In business letters, the salutation is followed by a colon.*

*Skip only ONE line after the salutation*.

The body of your letter should contain three or more paragraphs. Do not indent any of the paragraphs or anything else in your letter. This style of letter is called “block style” because all the paragraphs are lined up like blocks against the left margin; it is the most commonly accepted form of business letter. The first paragraph generally tells the reader why you are writing. Include enough information to let the recipient know what issue, case or situation you are going to discuss. It is in the first paragraph that you indicate whether you are writing a letter of inquiry/request (for information, products, etc.), complaint, or compliment/thanks.

The second paragraph states your position on the issue you mention in the first paragraph. Here, you give the reasons that defend your position. This paragraph is usually the longest of the three (no fewer than five and usually seven or eight sentences accomplish what you need). The more specific and exact you can be here, the better. Use precise language, and don’t assume that the addressee/recipient of the letter knows what you know or that he or she shares your opinions. Specific examples (concrete details) are appropriate here to illustrate your reasons and support your cause.

The last paragraph might thank the addressee for his or her time; express enthusiasm or regret about how the writer, recipient or both feel after what has been said in the letter; and it should include some type of friendly farewell. This final paragraph might also have content that could be classified as a “call to action”; as the writer, you state what outcome or response you expect from the reading of the letter—a letter of explanation, an apology, a payment of fees or a fine, the return of a desired item, etc.

*(The three paragraphs explained above make up the “body” of the letter.)*

*(Skip TWO lines between the last line of the final paragraph and the complimentary close (shown below).*

Sincerely, }-------*This Complimentary Close can also be Very Truly Yours, Sincerely Yours,*

Writer’s Signature }-------*This makes the letter authentically and legally the writer’s.*

Writer’s name typed }-------*Do this for the sake of legibility.*

EM:mmi }-------*Initials make the letter easier to trace. The two capital letters are for the person*

*who is “speaking” in the letter. The lower-case initials represent the person who*

*had to type the letter—in case the writer and the typist are two separate people.*

*If it is the same person, you do not need to include either set of initials.*