

Business letter to brutus

Business



**ASSIGN
BUSTER**

This paragraph should have no less than 4 complete sentences. Lastly, in the final paragraph, restate the purpose of your letter (to persuade Brutus to take action for the good of Rome) and request some type of action. This paragraph should be at least 3 complete sentences. Sincerely, your signature (after printing!!) type your name your title Be sure to follow the business letter format.

You will need to create the sender's address and the inside address, as well as your own " Plebeian" name. It should be approximately 250 words.

Business Letter: Julius Caesar In Act I, Scene 2, Cassius decides to write a number of letters and throw them into Brutus' home window from the perspective of the common citizen. In the letters, he plans to discuss the dangerous nature of Caesar's ambitions and the noble qualities of Brutus.

Cassius hopes to persuade Brutus to take action. Task Description: Your task: Write a business letter from the perspective of a plebeian in which you identify the nature of Caesar's ambition and power. Next, identify the negative characteristics of Caesar's and the noble qualities of Brutus. And finally, restate the purpose of your letter (to persuade Brutus to take action for the good of Rome) and request some type of action.

Criteria weight 4 - Exemplary 3 - Accomplished - Beginning Organization 25%
Accurately uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) Mostly uses correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) Some noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure,

signature, enclosure, and copy) Several noticeable errors in use of correct business letter format (heading, greeting, introduction, body, closure, signature, enclosure, and copy) Content

Letter clearly states the purpose Appropriate explanations or facts used to support the main idea Easy to follow Tone is appropriate for intended audience Some explanations or facts used to support the main idea Somewhat hard to follow Tone is generally appropriate for intended audience Purpose of letter is unclear More explanations or facts need to be used to support the main idea Hard to follow Tone is too formal or too informal for intended audience Main idea is not supported by explanations or facts Letter rambles; hard to follow or understand Tone is inappropriate for intended audience

Appearance Using correct spacing, font, and format Letter typed with few problems in spacing, font, or format Letter typed with frequent problems in spacing, font, or format Letter not typed; wrong format used and hard to read Language Usage Accurate use of punctuation and grammar No spelling errors One or two mistakes with punctuation or grammar.