## **Texas Teacher Today**

## BTLPT Spanish 190 Two Sample Responses to a Memo, Email, or Letter



The BTLPT Spanish exam requires you to write a lesson plan, a position/essay, and a response to a letter, email, or memo. This guide provides two examples of a response to an email that would earn a perfect score on the BTLPT. Tips are also included to help you learn how to write an effective response to the memo, email, or letter when you take the BTLPT.

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