

Assignment #1.1: Business Letters

Personal Orientation Project (POP304)



Objectives

This assignment will allow students to:

- deepen their knowledge of how to write business letters using a variety of styles;
- increase their comfort in using a word processor such as MS Word, OpenOffice, LibreOffice, Pages or Google Docs; and
- be introduced to the tone and professionalism used when communicating in business.

Instructions

Follow the steps below to create a cover page and to write three (3) business letters.

Steps to follow

Step 1: Carefully study your class notes on how to write business letters.

Step 2: Type and print a correctly formatted **block-style** business letter using the text in “Letter #1”. You may use a word processor of your choice such as MS Word, OpenOffice, LibreOffice, Pages or Google Docs.

Step 3: Type and print a correctly formatted **modified-block** business letter using the text in “Letter #2”.

Step 4: Compose, type and then print a correctly formatted **semi-block** business letter addressed to the Ontario Ministry of Tourism asking them for information on things to visit and do while in Ontario. Be sure to include three (3) paragraphs in the body of your letter. Remember to be polite and business-like. The address of the Ontario Ministry of Tourism is:

*Ontario Ministry of Tourism, Culture and Sport
900 Bay Street
9th Floor, Hearst Block
Toronto, ON M7A 2E1*

Step 5: For all three letters, be sure to include the following items:

- ♦ the return address;
- ♦ the date;
- ♦ the inside address;
- ♦ the salutation;
- ♦ the subject line (if applicable);
- ♦ the body of your letter;
- ♦ the complimentary closing;
- ♦ the enclosure line (if applicable);
- ♦ the initials (if applicable);
- ♦ the cc:/bcc: line (if applicable); and
- ♦ the postscript line (if applicable)

Step 6: Type and print a cover page similar to the one included in this assignment package.

Step 7: Staple your work together in the same order listed in the “*What to hand in*” section below.

What to hand in

The following items must be handed-in and stapled together in the same order in which they are listed below.

1. Your typed cover page;
2. Your completed block-style “Letter #1”;
3. Your completed modified-block “Letter #2”; and
4. Your third letter – a completed semi-block letter to the Ontario Ministry of Tourism asking them for information.

Resources

Refer to your class notes and handouts for information on how to correctly write business letters.

Assessment

The attached Rubric will be used to assess your assignment.

Due date

The assignment is due on the date indicated below. As stated in the course outline, there will be a 10% penalty for every day it is late. The assignment will not be accepted after 3 days of the due date (weekends will count for 1 day).

Due: _____



123 Springdale Avenue
Montreal, QC H1H 1H1

September 25, 2017

Mrs. Sally Colby, Plant Manager
XYZ Lighting Company Inc.
1212 Bella Avenue
Montreal, QC H2H 2H2

Dear Mrs. Colby:

Following your recent request, I am pleased to present to XYZ Lighting Company this proposal for the assembly of your "Surround Sound Audio Decoder" electronic boards.

Once you have read this proposal, I would like to discuss with you my methods for carrying out this project and to discuss any queries or concerns that you may have.

Thank you very much for giving me the opportunity to bid on this project and I hope to have your company as one of my customers.

Sincerely,

John Smith
Director of Business Development

Enclosure: Proposal #9881

123 Jacksonville Street
Dorval, QC H1H 1H1

February 3, 2017

Mr. Rudolf Rug
Herbberness Pumpan
Litaus 13-74
D-21548 Herborn
Germany

Dear Mr. Rug:

SUBJECT: CONFIRMATION OF PRICING NEEDED

On January 13, 2015, Vincent Sewer Solutions, provided us a price of \$7 055.68 USD for the Double Seal Model M2J-324 (5.3/DS212-3-222-G-X1) complete pump assembly.

After placing our purchase order with them for a quantity of six (6) on January 20th, they are now asking a price of \$13 381.00 USD per unit.

Afterwards, on January 25th 2015, you quoted us a price of 8 260.00 EURO.

We have already given our price to the Canadian Government based on our original quotation and we have received the contract based on this price. We cannot accept a loss of over \$30 000.00 USD on this contract based on an error from your distributor.

Please send us by e-mail a revised quotation based on the original price of \$7 055.68 USD. The Canadian Government requires an answer from us by 3pm EST, Friday, February 9, 2015.

Respectfully yours,

John Smith
President
514-555-1111 x3112
jsmith@mydomain.ca

JS: hk

cc: Mrs. Jane Maxwell, Technical Advisor

Personal Orientation Project
POP304-01

**Cover page
example**

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← Be sure to download a high-resolution JRHS logo from Mr. Mansour's class website <http://mansour.lbpsb.qc.ca>.

By : John Doe
For : Mr. Mansour
Due : Friday, September 15th 2017

John Rennie High School
Pointe-Claire, QC
Canada

RUBRIC

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Student name: _____

Group: _____

CATEGORY	LEVEL 1 (Few)	LEVEL 2 (Some)	LEVEL 3 (Most)	LEVEL 4 (All)	LEVEL 5 (Exceeds)	SCORE
Cover page, staple, presentation	The cover page is well typed with few discrepancies relative to the sample provided, the format has few flaws, and the presentation lacks in neatness. 0-1	The cover page is well typed with some discrepancies relative to the sample provided, the format has some flaws, and the presentation is somewhat neat. 2	The cover page is mostly well typed, the format is mostly correct and presentation is mostly neat. 3	The cover page is well typed, the format is correct and presentation is neat. 4	The cover page is well typed, the format is correct and presentation is exceptionally neat. 5	
Letter #1 (block-style)	The letter is typed, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The letter is typed, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The letter is mostly well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
Letter #2 (modified-block style)	The letter is typed, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The letter is typed, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The letter is mostly well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
Letter #3 (semi-block style)	The letter is typed, has few errors, few required elements omissions, and/or few formatting errors. 0-3	The letter is typed, has some errors, some required elements omissions, and/or some formatting errors. 4-5	The letter is mostly well typed with minimal errors, minimal required elements omissions, and/or minimal formatting errors. 6-7	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. 8-9	The letter is correctly typed, has no errors, is not missing any of the required elements, and there are no formatting errors. The work also exceeds expectations. 10	
TOTAL / 35						0
GRADE						0%