

Assignment #1.2: Envelopes

Personal Orientation Project (POP304)



Objectives

This assignment will allow students to:

- deepen their knowledge of how to address various sized envelopes;
- practice how to fold letters for insertion in regular 4.125”x8.5” envelopes; and
- practice how to correctly insert business documents in a large 9”x12” envelope.

Instructions

Follow the steps below to address and prepare envelopes for sending via the postal service.

Steps to follow

Step 1: Carefully study your class notes regarding standard sized business envelopes and how to address them.

Step 2: Ask your parents, guardians or teacher for two envelopes: a 4.125”x8.5” size and a 9”x12” size.

Step 3: Option #1: Type and print two copies of a correctly formatted **block-style** business letter using the text in “Letter #1”.

Option #2: Print two copies of your correctly formatted **block-style** business letter from Assignment #1.1.

Step 4: Correctly address the 4.125”x8.5” envelope in print and using a pencil. Do not use cursive writing. Write neatly and in a straight line. Be sure to include:

- ♦ the sender’s name – use your name;
- ♦ the return address – use the school’s address;
- ♦ the recipient’s name and full address – send it to Miss Kim Brown, 8901 Darlington Crescent, Beverly Hills, California, 90210, USA;
- ♦ one or more hand-drawn stamp(s) totalling \$2.95.

Step 5: Correctly fold the first copy of your block-style printed letter and insert it into the 4.125”x8.5” envelope. Make sure that the folded letter is facing the right way when it’s in the envelope. Do not seal the envelope, but instead, tuck the flap into the envelope.

Step 6: Correctly address the 9”x12” envelope in print and using a pencil. Do not use cursive writing. Write neatly and in a straight line. Be sure to include:

- ♦ the sender’s name – use your name;
- ♦ the return address – use the school’s address;
- ♦ the recipient’s name and full address – send it to Miss Kim Brown, 8901 Darlington Crescent, Beverly Hills, California, 90210, USA;
- ♦ one or more hand-drawn stamp(s) totalling \$2.50.

Step 7: Correctly insert the second copy of your block-style printed letter into the 9”x12” envelope. Do not seal the envelope, but instead, tuck the flap into the envelope.

Step 8: Type and print a cover page similar to the one included in this assignment package.

Step 9: 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 paper-clipped together in the same order in which they are listed below.

1. Your typed cover page;
2. Your 4.125"x8.5" addressed envelope with the block-style letter inside it; and
3. Your 9"x12" addressed envelope with the block-style letter inside it.

Resources

Refer to your class notes and handouts for information on how to correctly write business letters, address and place the correct postage on envelopes.

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 #988

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
Assignment #1.2: Envelopes

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	
Envelope #1	The envelope is incorrectly addressed, it is missing required elements, there are formatting errors or the envelope is messy. 0-3	The envelope is correctly addressed with some errors, it is missing some of the required elements, there are some formatting errors and/or the envelope is somewhat messy. 4-5	The envelope is mostly correctly addressed, it contains most of the required elements, there are no formatting errors and the envelope is neat. 6-7	The envelope is correctly addressed, it is not missing any of the required elements, there are no formatting errors and it is neat. 8-9	The envelope is correctly addressed, it is not missing any of the required elements, there are no formatting errors and it is neat. The work also exceeds expectations. 10	
Envelope #2	The envelope is incorrectly addressed, it is missing required elements, there are formatting errors or the envelope is messy. 0-3	The envelope is correctly addressed with some errors, it is missing some of the required elements, there are some formatting errors and/or the envelope is somewhat messy. 4-5	The envelope is mostly correctly addressed, it contains most of the required elements, there are no formatting errors and the envelope is neat. 6-7	The envelope is correctly addressed, it is not missing any of the required elements, there are no formatting errors and it is neat. 8-9	The envelope is correctly addressed, it is not missing any of the required elements, there are no formatting errors and it is neat. The work also exceeds expectations. 10	
TOTAL / 35						0
GRADE						0%