

Assignment II: Functional Writing

(suggested time—40 minutes)

Read the situation below and complete the assignment that follows.

Situation

Green School programs encourage all students, teachers, school administrators, and custodial staff to reduce their impact upon the environment. The programs are run by students themselves who coordinate activities within the schools and form partnerships with local businesses or community organizations.

You are Cory Lee, a student who attends Marmer School. You and many other students believe that a Green School program would promote school-wide participation in efforts to reduce waste, save energy, and conserve resources in the daily operation of your school. You want your school to benefit from becoming a Green School by implementing practices to make your school more environmentally friendly.

To support the establishment of a Green School program in your school, you have decided to write a letter to the school principal, Ms. Jenny Fong, to explain what becoming a Green School would require and how this program could be implemented. To reinforce your proposal, you should highlight the benefits of such a program for the school and identify how any potential problems could be resolved.

Assignment

Write a business letter to Ms. Jenny Fong, principal of Marmer School. In your letter, **present your suggestions promoting the establishment of a Green School program in your school.** Provide enough information to **convince the principal of the benefits of implementing this program.**

When writing, **be sure to**

- **identify** the **purpose** of the letter
- **explain** the details of the **situation** and **request**
- **organize** your **thoughts** appropriately in sentences and paragraphs
- **use vocabulary** that is appropriate and effective
- **sign** your **letter** Cory Lee—**do not sign your own name**
- **address** the **envelope** on page 14

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Address Information

Use the following information for your letter and to address the envelope below.

Ms. Jenny Fong

The mailing address for Marmer School, which is located in the city of Bromist, Alberta, is P. O. Box 725, and the postal code is T3N 0B4. The principal of Marmer School is Ms. Jenny Fong.

Cory Lee

Cory Lee's home is in the community of Ardack, Alberta. The postal code is T2M 9Z3. Cory Lee lives in Suite 707 at 11520 44 Avenue.

Envelope

