***Assignment II: Functional Writing***

*(suggested time—40 minutes)*

Read the situation below and complete the assignment that follows.

**Situation**

You are Kelly Greer, a student at Tremont School. You and many other students believe that, in addition to the classes and extracurricular activities offered at your school, a work-experience program should be established.

A work-experience program could provide students with benefits that may include: • part-time employment at local businesses • work done after school and/or on weekends • having first-hand experience in various occupations

• gaining expertise in areas of personal interest • life skills

To explore the possibility of establishing a work-experience program at your school, you have decided to ask businesses in the city of Markland to participate in such a program. You have chosen to write a business letter to Ms. Jill Robertson, the chairperson of the Markland Chamber of Commerce, an organization made up of business owners who promote the economic interests of the city.

Students selected for the program would demonstrate enthusiasm, initiative, and a willingness to learn. These students would not need to be paid wages for their work. In your letter, you intend to convince Ms. Robertson and the other members of the Markland Chamber of Commerce of the benefits of participating in a work-experience program.

**Assignment**

Write a business letter to Ms. Jill Robertson, chairperson of the Markland Chamber of Commerce, to **persuade her and the business owners who are members to participate in a work-experience program**. Provide enough information to **convince Ms. Robertson and her colleagues of the advantages of this program for both students and businesses**.

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** Kelly Greer—**do not sign your own name**• **address** the **envelope**

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

**Ms. Jill Robertson**

The office of the Markland Chamber of Commerce is located in the city of Markland, Alberta, at 621 Riverside Way. The postal code is T4C 3H0. The chairperson is Ms. Jill Robertson.

**Kelly Greer**

Kelly Greer lives in the town of Washburn, Alberta. Kelly’s post office box number is 8022. The postal code is T2M 9Z3.

*Envelope*



