

# WRITTEN COMMUNICATION ASSIGNMENT

Use the business letter and memo format found in the textbook.

Use a word processor for each of these complete written assignments.

- 1) Compose a memo telling all employees how to answer a business telephone. Follow the standard memo format. Use your job as the point of reference.
- 2) Using the business letter format and the communication information on making suggestions to your supervisor, write a business letter to the principal of Churchland High School suggesting a senior privilege that you would like to have implemented at Churchland High School. State why you think this would be a good idea. Follow the guidelines for making suggestions to a supervisor. Include all parts of a business letter and use the spelling and grammar check. Write a rough draft before word processing the letter on the computer.
- 3) Using the word processor, address an envelope to the principal of Churchland High School for your letter.
- 4) Using the business letter format, write a two weeks notice letter of resignation to your current employer, giving him two weeks notice.
- 5) Using the word processor, address an envelope to your employer for the resignation letter.

Follow these guidelines:

- You will write a rough draft for each of the above written assignments.
- All three written assignment rough drafts are due on or before the beginning of class on \_\_\_\_\_.
- We will go to the computer lab on \_\_\_\_\_, for you to use the word processor to complete these written assignments.
- These assignments are due by the end of class on \_\_\_\_\_.

## Written Communication Assignment

On your own paper, you will write a memo and a business letter.

- The memo will be regarding employees not being able to take days off the week before, during, and after Christmas and before New Years.
- A letter giving two weeks notice/resignation, in business letter format, to your employer.

## LETTER RUBRIC

Name \_\_\_\_\_

Date Received \_\_\_\_\_

EACH ITEM POINT VALUE:

1. COVER LETTER SENT TO APPROPRIATE PERSON,  
ADDRESSED BY NAME, TITLE, BUSINESS ADDRESS 10 POINTS \_\_\_\_\_
2. TYPED 5 POINTS \_\_\_\_\_
2. YOUR COMPLETE ADDRESS AND DATE IN THE LEFT  
HAND CORNER 10 POINTS \_\_\_\_\_
4. DEAR \_\_\_\_\_, 5 POINTS \_\_\_\_\_
5. FIRST PARAGRAPH STATING WHY YOU ARE  
WRITING, IDENTIFY THE IDEA / PROBLEM 10 POINTS \_\_\_\_\_
6. SECOND PARAGRAPH STATING POSSIBLE  
SOLUTIONS TO THE IDEA / PROBLEM; YOUR SOLUTION 10 POINTS \_\_\_\_\_
7. IMPLEMENTATION OF SOLUTION 10 POINTS \_\_\_\_\_
8. CLOSING PARAGRAPH, ASK FOR AN  
IMMEDIATE REPLY. 10 POINTS \_\_\_\_\_
11. SINCERELY, 5 POINTS \_\_\_\_\_
12. YOUR HANDWRITTEN SIGNATURE 5 POINTS \_\_\_\_\_
13. YOUR NAME TYPED 5 POINTS \_\_\_\_\_
14. CLARITY OF THOUGHT 7 POINTS \_\_\_\_\_
15. CORRECT SPELLING / GRAMMAR 8 POINTS \_\_\_\_\_

## TWO WEEK NOTICE LETTER RUBRIC

Name \_\_\_\_\_

Date Received \_\_\_\_\_

EACH ITEM POINT VALUE:

1. LETTER SENT TO APPROPRIATE PERSON,  
ADDRESSED BY NAME, TITLE, BUSINESS ADDRESS 10 POINTS \_\_\_\_\_
2. TYPED 5 POINTS \_\_\_\_\_
3. YOUR COMPLETE ADDRESS AND DATE IN THE LEFT  
HAND CORNER 10 POINTS \_\_\_\_\_
4. DEAR \_\_\_\_\_, 5 POINTS \_\_\_\_\_
5. FIRST PARAGRAPH STATING WHY YOU ARE  
WRITING AND GIVING TWO WEEK NOTICE DATES 10 POINTS \_\_\_\_\_
6. SECOND PARAGRAPH STATING WHAT YOUR  
LEARNED OR GAINED FROM YOUR EMPLOYMENT 10 POINTS \_\_\_\_\_
7. THIRD PARAGRAPH THANKING THEM  
AGAIN FOR THE EXPERIENCE 10 POINTS \_\_\_\_\_
8. SINCERELY, 5 POINTS \_\_\_\_\_
9. YOUR HANDWRITTEN SIGNATURE 10 POINTS \_\_\_\_\_
10. YOUR NAME TYPED 5 POINTS \_\_\_\_\_
11. CLARITY OF THOUGHT 10 POINTS \_\_\_\_\_
12. CORRECT SPELLING/GRAMMAR 10 POINTS \_\_\_\_\_



## ENVELOPE RUBRIC

Name \_\_\_\_\_

Date Received \_\_\_\_\_

1. Full Return Address in left corner 20 points \_\_\_\_\_
2. Mailing Address in center of envelope 10 points \_\_\_\_\_
3. Addressed to correct person – Full name 10 points \_\_\_\_\_
4. Position Title 10 points \_\_\_\_\_
5. Business Name 10 points \_\_\_\_\_
6. Correct full business address 10 points \_\_\_\_\_
7. Printed on correct side 10 points \_\_\_\_\_
8. Envelope printed in correct direction 10 points \_\_\_\_\_
9. Correct Spelling 10 points \_\_\_\_\_