



Task Title: Write a Business Letter Requesting Information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Write a business letter to request information.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.1b
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer with word processing program (e.g. Microsoft Word or Google Docs)

Learner Information

Writing a business letter is sometimes necessary to request information. It is important to learn how to format a letter, provide necessary details and organize your writing.

Read the newspaper ad for a personal chef training course.

13 WEEK Personal Chef Training:
Teacher Training, plus main course specialties.

School of Natural Cookery

1234 Front Street,

Toronto, Ontario

R0W 2X4

(416) 555-5555

info@naturalcookery.com

Work Sheet

Task 1: Using a word processing program on the computer, write a letter in business format to request the following information:

- **an application form**
- **starting dates**
- **cost of the course**
- **admission requirements**

Answer: Task was completed on computer. Yes No

Task 2: Use the word processing program to correctly address an envelope for your letter.

Answer: Task was completed on computer. Yes No

Answers

Task 1: Using a word processing program on the computer, write a letter in business format to request the following information:

- **an application form**
- **starting dates**
- **cost of the course**
- **admission requirements**

Answer: An example of a business letter that asks for this information is:

123 Main Street
Kincardine, Ontario N2Z 2N2

August 4, 2024

School of Natural Cookery
1234 Front Street
Toronto, Ontario R0W 2X4

To Whom It May Concern:

I recently saw an ad in the paper for a Personal Chef training course. I am writing to ask a few questions about this course so I can decide if this is the best course for me.

First, I would like to ask if you can please send me an application form, or direct me to where I can find the application form on your website. I would also like to review the admissions requirements before applying. Can you please let me know where I can find this information? I would also like to know the starting dates. I am interested in starting in the fall. In the ad, the course is listed as 13 weeks long. Does the class meet weekly? Finally, I do not see any information about the cost of the course so I would like to know how much each session costs before I apply.

I can be reached at the mailing address above, or by email at myname@gmail.com.

I look forward to hearing from you.

Sincerely,

My Name

Task Title: LetterRequestingInformation_ESP_A2.1_B2.2_B3.1b_D.2

Task 2: Use the word processing program to correctly address an envelope for your letter.

Answer: Example of an address label is

123 Main Street
Kincardine, Ontario
N2Z 2N2

School of Natural Cookery
1234 Front Street
Toronto, Ontario
R0W 2X4

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	locates specific details in simple documents, such as labels and signs			
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	connects ideas using paragraph structure			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			

Task Title: LetterRequestingInformation_ESP_A2.1_B2.2_B3.1b_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	begins to organize writing to communicate effectively			
B3.1b	follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	includes titles where required			
	uses labels and headings to organize content			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	performs simple searches using keywords (e.g. internet software help menu)			

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This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

Skill Building Activities

Links to Online Resources:

GCF LearnFree How to Write a Formal Business Letter:

<https://edu.gcfglobal.org/en/business-communication/how-to-write-a-formal-business-letter/1/>

GCF LearnFree Printing Envelopes:

<https://edu.gcfglobal.org/en/word2003/printing-envelopes/1/>

LearningHUB writing courses:

https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380723