

Task Title: Write a Business Letter Requesting Information

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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**](mailto: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

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# 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](mailto:myname@gmail.com).

I look forward to hearing from you.

Sincerely,

My Name

**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 |  |  |  |
|  | 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) |  |  |  |

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>