

TASK FOR A BUSINESS LETTER



TASK: Everyday you use a variety of products: everything from drinks and cookies to automobiles and television sets. Some of the products you buy you like very much and buy again and again. Others you don't like because they taste bad, smell bad, or just don't work like they are supposed to.

Your task is to decide on a product that you either like very much or dislike very much. Next, you are to fill in the graphic organizer that will help you to think about the reasons you really like or dislike the product. When you have done your thinking on the graphic organizer, you are to write a business letter to the company telling them your feelings about their product.

Your letter should include the following: Heading, Inside Address, Greeting, Body, Closing, and Signature. You can get the information about the company from the Internet, a telephone book, or even a call to the public library. Be sure to make your point. Many businesses will respond with letters, coupons, or sample products if you like the product or have a question about how the product is supposed to perform. If you have access to the Internet, you might include the body of the letter in an email to the company. Most have ways that you can contact them.