1-3 Journal: Word Planning

module 1

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2023

When writing out the business letter needed you need to take into consideration the proper formats. It would be vital for the business letter to acutely represent the company, so people know what the company is selling. For this letter the appearance has to be right. You do this by making sure that the font, grammar, punctuation, and line spacing are right. The audience for the letter is the Hew Hampshire Business Products (NHBP). This audience would be buying office supplies, equipment, and printing services for big and small businesses. They would be getting their products out of a catalog, and one retail store. I would make the letter as simple, professional, and make it stand out. If you don’t make these letters stand out you would get overlooked.

I do have some questions about the final project. Do we use a spreadsheet online or are you going to give us one to use? I did not see a templet for a spreadsheet on the paperwork that you gave us. Also, on the slide show is there a minimum of slides that we use? Can we add slides if we need want to?