

TOPIC 3

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Ch. 3. Writing Ethically

Ch. 9: Proposals and Progress Reports

Ch. 3 Exercise 1 OR 2 (55)

Ch. 9 Exercise 2 (273)

Correspondence Project: Part 1 - Individual (There should be a letter FROM each person TO each person)

- **STEP 1:** Write a letter to the company to your left (of the table you are sitting at). This letter will be to inquire about doing business with them in a “partnership”. You want to know about their company, products, past accidents, warranties, and you can think of other information.
- **STEP 2:** To the letter receivers – how much information can you share about the questions they are asking? Write them back, choosing your words carefully.
- This will be **LETTER** format.