**Tutorial Worksheet Week 8**

**BUSINESS CORRESPONDENCE**

Individually, read the scenario below and write a letter:

**Exercise 1**

You are the human resources officer at Larkin Organisations.

You are asked to write a letter inviting members of staff to participate in a conference entitled ‘Improving the Quality of Work’. The conference is to be held over two days, 19 and 20 August, from 9 am to 4.30 pm each day.

Larkin Organisations is willing to pay the conference fee of $800 per person to cover travel, accommodation and breakfast. Any member participating in the conference is expected to pay for their own lunch and dinner. The purpose of the conference is to present strategies by which individuals can improve the quality of their working life.

Write a letter inviting staff to attend the conference, following the writing strategy for a good-news letter.

Ans:

Larkin Organisations

123 Business Street

City, State 12345

19 July 2024

Dear Staff Members,

Invitation to Attend Conference: Improving the Quality of Work

I am pleased to invite you to attend a two-day conference titled ‘Improving the Quality of Work’ which will be held on 19 and 20 August from 9 am to 4:30 pm each day.

Larkin Organisations will cover the conference fee of $800 per person including travel, accommodation, and breakfast. Participants will only have to pay for their own lunch and dinner.

The purpose of this conference is to introduce effective strategies that will help enhance the quality of your working life. We believe it will be a valuable opportunity for personal and professional growth.

Please confirm your participation by 5 August. If you have any questions, feel free to contact the HR department.

We look forward to your positive response and to making the most of this opportunity to improve our work environment.

Yours sincerely,

Wasik Gaus

Human Resources Officer

Larkin Organisations

**Exercise 2**

Individually, read the scenario below and write an email:

Assume you are the senior lecturer of a group of students. Write an email asking the students to indicate their first and second choice of subjects for the next semester. Use correct email format.

Ans:

Subject: Please Indicate Your Subject Choices for Next Semester

Dear Students,

We are currently preparing for the upcoming semester. I kindly request you to indicate your first and second choice of subjects for next semester. Review the available subject options on the student portal and then reply to this email with your preferences by 15/09/2024.

It is important to provide your choices as early as possible to ensure that we can accommodate your choices in the scheduling.

If you have any questions or need assistance, please contact me.

Best regards,

Wasik Gaus

Senior Lecturer