**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

**Business Format Letter Exercise**

17 July 2017

Cascade Country Lodge,

Stanley’s Creek Rd.,

GUM TREE GULLEY, NSW, 2999.

Loretta Stihler

Fine Linen Group Pty Ltd

GPO Box 42A

BRISBANE QLD 4001

**Order for Monogrammed Towels**

Dear Loretta,

I would like to place an order for an additional fifty (50) monogrammed Fine Linen regular bath towels featuring the initials of Cascade Country Lodge.

This order is the same as our previous order No. 378 dated 17 September 2014. I have enclosed a copy of this order which specifies the size, colour, and product number of the towels, and the size, position, colour and artwork of the monogram.

Please contact me if you have any questions. I am most happy with the quality of the other Fine Linen products we have ordered and look forward to receiving a further fifty towels.

Cheers.

James Croftwell

Manager

encl. copy of Order No. 378

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| Error No. | Description of the error |
| 1 | The salutation "Dear Loretta" is informal for a business letter.  It should be "Dear Ms. Loretta " to maintain formality in professional communication. |
| 2 | The letter ends with "Cheers," which is too casual for a business letter. Appropriate closing would be "Yours sincerely" or "Kind regards." |
| 3 | The letter omits commas in key areas, especially in the salutation and closing. A comma should be placed after the salutation ("Dear Ms. Loretta,") and after the complimentary close ("Yours sincerely,"). |
| 4 | The letter follows neither full block nor modified block layout. In full block layout, all text should be aligned to the left. |
| 5 | The company name is missing from the signature block. |