

COMPUTER LITERACY  
Business Letter Unit – Assignment Sheet

**Instructions:**

- a. **Assignment Situation:** There is a national contest going on. If you win it, you can choose to go the event of your choice, all expenses paid. You may choose from the following: any sporting event of your choice, any music/concert event of your choice, a four-day vacation to the country of your choice, or a dinner with any famous person at the restaurant you choose.
  
- b. **Directions:** Follow the steps below to create your letter.
  - i. Choose which of the above events you would like to win.
  - ii. Open Microsoft Word and start a new document.
  - iii. Insert a header with your name, date and class period.
  - iv. Create a letter using **block style** and **open punctuation**.
  - v. Skip a line, and then type today's date.
  - vi. Hit enter 4 lines and type the address:

**National Contest**  
**2344 W. 12<sup>th</sup> Street**  
**Washington, DC 12990**
  - vii. Hit enter once and type **To the Contest Judges**
  - viii. Skip another line and type the body of your letter. Be sure to include the following:
    1. Introduce yourself
    2. Say where you live
    3. Describe the prize you want to win.
    4. Explain why winning the prize would be exciting for you.
    5. Explain why you deserve to win the prize more than someone else.
  - ix. Skip a line and Type "**Sincerely**" to close your letter.
  - x. Hit enter 4 lines and type your first and last name.
  - xi. Underline where you live in the letter.
  - xii. Save the letter to your Zip disk as **Contest Letter**.
  - xiii. Print the letter and turn in for a grade.

Turn over to see an example of the letter. Please do not copy it.

Example: The form of the finished letter should look similar to the letter below:

October 31, 2011

National Contest  
2344 W. 12<sup>th</sup> Street  
Washington, DC 12990

To the Contest Judges

My name is Joe Smith and I'm from Carson City, Nevada. I would like to win a four-day trip to Italy that begins in Rome and also visits Venice and Florence. In Rome I would like to visit Vatican City, meet the pope, and take a tour of the Coliseum. Winning this trip would be exciting for me because I've always wanted to visit Italy and I've spent the last 2 months reading about Italian art and history. I would enjoy this trip more than someone else because I speak some Italian, and will take a lot of pictures while I'm there to help me remember it.

Sincerely