

1.0 Mid-term project

Your mid-term project is to write a letter of enquiry to a foreign company. You are free to decide what product or service you are interested in.

2.0 Aim of the project

- 2.1 To have the experience of writing a real letter to an actual company.
- 2.2 To make a short presentation in English

3.0 Writing the letter

- You letter should be a minimum of 150 words.
 - It should follow the guidelines given in the book for layout (see part one in the book) and style (see part three).
 - You should use the Practice Letter 4 in the on-line system.
 - This letter of enquiry will be *different* from the one you have already written. It might be to the same company but the contents should be different.
 - You can write to the company as a private individual or you could write as if you are thinking of starting a business.
 - You may want to ask:
 - For, a hard copy of their financial report for X (year).
 - For, a hard copy of their sales information for...
 - If they can send you a sample of...
 - Etc.
 - Do not forget to keep your letter precise and specific.
 - You are more likely to receive what you ask for if you write to a named person / specific department. That means you may need to spend time on the internet finding this information about who or what department to write to.
 - You may send your letter as an e-mail *attachment* or by post.
- NOTE you cannot leave the assignment to the last minute. The company needs to have time to reply.

4.0 Presentation

- In class you should present your letter of enquiry. You should also present the reply from the business.
- Please come ready to use the computer and projector.
- Please print and bring your letter (and any response) to class.

Everyone should be present during the presentations. By being present it tells me that you have contributed to the letter. I can only award marks in this case.

Dr. James Stanworth