

Assignment II: Functional Writing (suggested time—40 minutes)

Read the situation below and complete the assignment that follows.

Situation

Your name is Kim Rogers. Your pet recently escaped from your home, and you discovered it being cared for at the local animal shelter. While reclaiming your pet, you learned about the services provided by the shelter and the need for public support of this non-profit organization.

The shelter provides services such as reuniting lost pets with their owners, animal rescue, emergency care, adoption, and spaying and neutering animals. Volunteers are always needed to provide foster homes, to contribute to the upkeep of the shelter, to educate the public, and to assist in caring for animals.

You have decided to write a business letter to Lesley Thompson, editor of the local newspaper, *The Wentworth News*, requesting that the newspaper publish an article about the shelter. The article should inform readers of the important work being done by the animal shelter, and of its ongoing need for volunteers and financial support.

Assignment

Write a business letter to **persuade Lesley Thompson, editor of *The Wentworth News*, to publish an article that will inform the public about the work of the animal shelter.** Provide enough information to **convince Lesley Thompson of the importance of supporting the animal shelter** so that it can continue its charitable work.

When writing, be sure to

- **identify the purpose** of the letter
- **explain** the details of the **situation** and **request**
- **organize** your **thoughts** appropriately in sentences and paragraphs
- **use vocabulary** that is appropriate and effective
- **sign** your **letter** Kim Rogers—**do not sign your own name**
- **address the envelope** on page 13

Address Information

Use the following information for your letter and to address the envelope below.

Lesley Thompson

The editor of *The Wentworth News* is Lesley Thompson. The newspaper office is located at 8974 Elm Avenue in Larkville, Alberta. The postal code is T8M 2D2.

Kim Rogers

Kim Rogers lives in Mikmat, Alberta. The postal code is T7S 4D6. Kim's post office box number is 701.

Envelope

