

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 14

Assignment II: Functional Writing

Address Information

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

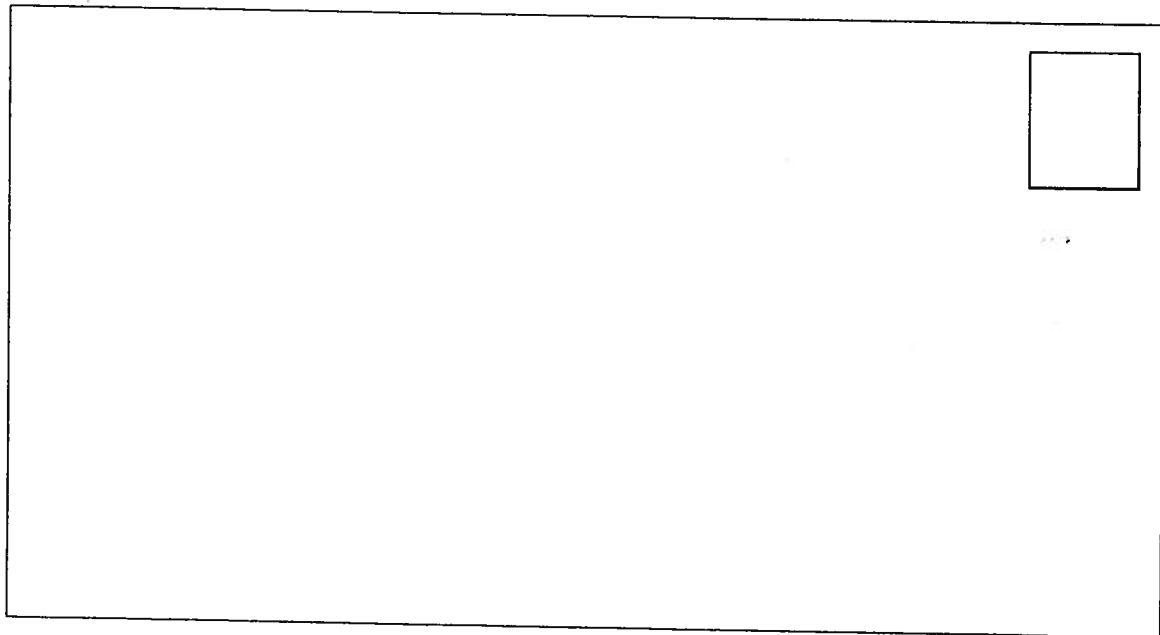
Lesley Thompson

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



Student Exemplar – Excellent

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

Envelope

<p>KIM ROGERS BOX 701 MIKMAT AB T7S 4D6</p>	<p>93</p>
<p>LESLEY THOMPSON EDITOR THE WENTWORTH NEWS 8974 ELM AVE LARKVILLE AB T8M 2D2</p>	

Student Exemplar – Proficient

PO Box 701
Mikmat AB
T7S 4D6

May 4, 2009

Lesley Thompson
The Wentworth News
8974 Elm Avenue
Larkville AB
T8M 2O2

Dear Mr. Thompson:

Not long ago, I lost my dog when it escaped my house. Luckily, a woman found my dog and brought her to the local animal shelter. I did get my precious dog back thanks to that woman and the animal shelter. I am very appreciative that the animal shelter saved my dogs life and I would like to encourage people to volunteer in this shelter or even donate money to them. In order to do so, *The Wentworth News* could write an article about the local animal shelter.

The animal shelter provides a variety of animal needs. In my recent case, they reunited my animal with the owner; they have an animal rescue crew and an emergency care for the animals. The adoption program is a great success, because of the high toll of the abandoned animals on the street. For your animals needs, they can spay or even neuter your animals. It is wonderful to see an animal shelter do such things for our town.

Student Exemplar – Proficient

For the people who find dogs and take them to the animal shelter, I am extremely grateful you do so. Those points are a wide range of reasons why we should support the animal shelter by volunteering in this determined place and/or donating money to make it an even better shelter. It will also publicize the shelter so that if by any chance someone else loses their favorite animal they could be brought back to their rightful owner. I ask you to write this article because of those reasons.

Thank you for taking the time to read my letter and I hope you will consider writing an article about the animal shelter. You may contact me at 555-9999 or email me at krogers@mikmat.com if you have any questions.

Yours Truly,

Kim Rogers

Kim Rogers