

Address Information

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

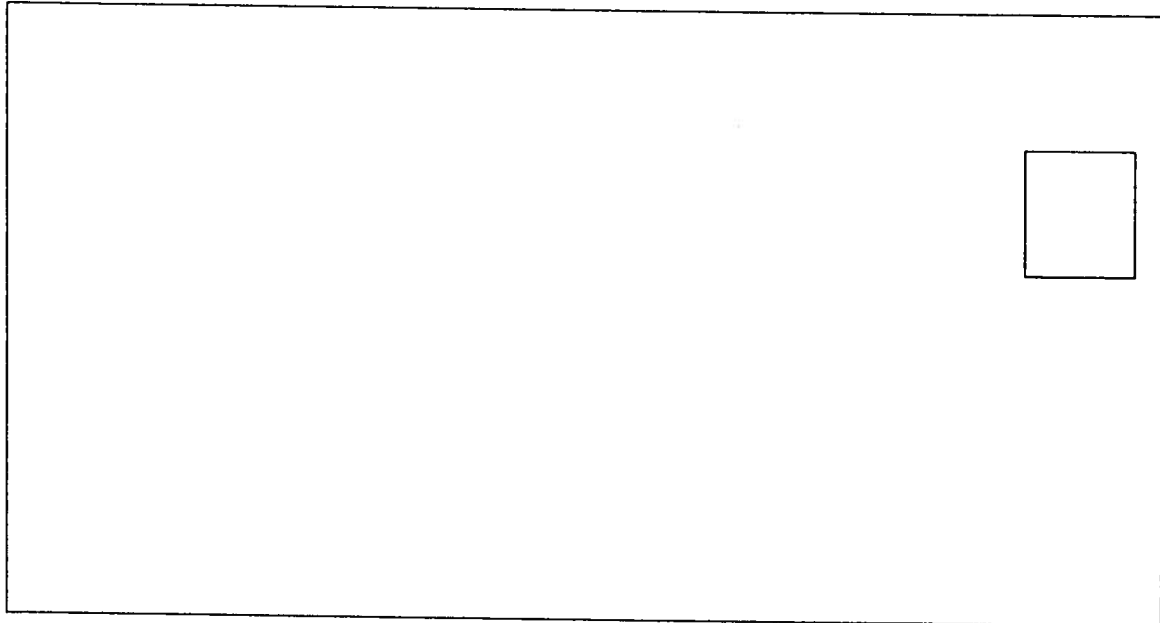
Darren Blairton

The mailing address for Tiller Junior High School is post office box 889, and the postal code is T7N 3H4. The school is located in Tiller, Alberta. The principal of the school is Darren Blairton.

Tony Lazo

Tony Lazo lives in Tiller, Alberta. The house that Tony lives in is located at 119 Mattick Street. The postal code is T7N 2R5.

Envelope



Assignment II: Functional Writing

(suggested time—40 minutes)

Read the situation below and complete the assignment that follows.

Situation

You are Tony Lazo, a Grade 9 student who attends Tiller Junior High School. It has been a tradition for the Grade 9 students in your school to operate the school store during the noon hour and after school. The school store sells a wide variety of food and is very profitable. The money that is earned allows the Grade 9 class to attend a three-day adventure camp in spring each year. It has always been a wonderful experience for the Grade 9 class, and you and your classmates are looking forward to it.

Because students are purchasing unhealthy food from the store, you are concerned about the amount of nutritionally poor food the students are consuming. You would like to see the store encourage healthy food consumption, and you would also like to see the spring camp continue.

You have decided to write a letter to the school principal, Darren Blairton, with your ideas on how the store could change the products it sells to the students and yet retain its profitability. You should include suggestions about how to make healthy food appealing to the students and how sales could be promoted within the school.

Assignment

Write a business letter to Darren Blairton, principal of Tiller Junior High School. In your letter, **present your suggestions for promoting the sale of healthy food in the store while making a profit.** Provide enough information to **persuade the principal of the advantages of implementing your suggestions.**

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** Tony Lazo—**do not sign your own name**
- **address the envelope** on page 14