

Section II: Functional Writing (Suggested time—40 minutes)

Inviting a Guest of Honour

Read the situation below and complete the assignment that follows.

The Situation

Assume that you are Samuel Martin, the president of the Clear Heights School Students' Council. This year marks the 25th anniversary of your school. To celebrate this event, the students' council is inviting the school's first principal, Carolyn Webber, to be the guest of honour at the 25th Anniversary Celebration.

Assignment

Write a business letter to Carolyn Webber in which you invite her to be the guest of honour at the 25th Anniversary Celebration of Clear Heights School. In your letter, explain why the students' council selected Carolyn Webber for this honour.

When writing, be sure to

- **identify** the purpose of the letter
- **explain** the details of the situation and request
- **sign** your letter Samuel Martin—**do not sign your own name**
- **organize** your thoughts appropriately in sentences and paragraphs
- use **vocabulary** that is appropriate and effective
- **address** the envelope on page 7

Address Information

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

Carolyn Webber

Carolyn Webber is retired and now lives in Heather Grove, Alberta. Carolyn's address is P.O. Box 18. The postal code is T7Z 1T3.

Samuel Martin

Samuel Martin can be contacted at Clear Heights School in Hays, Alberta. The school is located at 1642 9 Avenue SW. The postal code is T2A 3E8.

Envelope

