

Business Literacy Assignment

Practice your business writing by creating your own business!!

Your Task:

In a group of 3 people, create a new manufacturing community project in the Tri Cities area. Complete all the associated writing tasks that accompany this new community project.

Some examples of manufacturing related community projects are: custom signs, devices to aid handicapped individuals, or community recreation projects.

Step 1 (Planning):

1. Choose group members
2. Brainstorm ideas and other features that you would provide to the community.
3. Create a proposal for a community service project.

Use magazines, guides or newspapers to help you think of what you would like.

Step 2 (Writing):

1. Complete all of the following letters, memos or other forms of writing.
 - A) **Proposal Letter**- propose your project to the appropriate community partner
 - B) **Request Letter** – Requesting a quote for materials
 - C) **Business email** - write a formal business email which confirms the quote.
 - D) **Media News Release** - create a news release to promote the community project.

Step 3 (Selling):

1. Prepare a presentation for a group of financial supporters. In order to receive approval to start your community project, you will have to describe the scope of your project and explain why it provides an important service to the community. Your presentation should use Power Point and be approximately 5 minutes long and mention all components of the assignment.

Have fun! Be Creative!