

Comment

This letter attempts to use correct business letter format; however, some elements are omitted. The task is poorly communicated and, at times, lapses in the use of standard English impede meaning. This letter includes some of the necessary details

PO Box 0608
BC Health Sciences Centre,
Vancouver,
BC V3T 2Y5

Dear Dr. Johnson this is Leslie Sign writing to you and I just want to say thanks for giving me and all my students that wonderful grant information on bacteria.

I would also like to ask you some questions about how to protectes yourself from the flu because just last week an my students had the flu and I taught them everything told me so I was just wondering where it all went wrong.

I remembered how you told me that you can get bacteria from your hands and nose and I remember you told me its always important to wash your hands so I told me class this but for some reason they thought it was a good idea when go to washroom to wash your hands and nose.

What I'm trying to point out here is maybe when my student were washing there hands and then nose they have been just spreading the bacteria to there hands all over again.

Anyways I'm just hoping that by telling you this maybe you could give me some more information that I might have not known at the time.

Whenever you get the time please write back to me because I would like to see your insights on this question.

Yours truley,

Leslie Sign

Comments

This letter attempts to use correct business letter format; however, some elements are omitted. While most of the necessary details are present, there are lapses in the use of standard English. This letter is minimally acceptable.

Leslie Singh
P.O. Box 1234;
Kamloops. BC V4S 3EG

Dr. Johnson.
Section Head of Infection Control.
P.O. Box 0608. BC Health Science Center,
Vancouver, BC V3T 2Y5

Dr. Johnson

Thank you for the interview, I have used all the information you have given to me for my handout.

I found that by washing hand can help from prevonting spread of bacteria is very interesting and how hygiene is very important.

I would love to learn more about other common diseases and virus, if you are available for another interview.

Sincerely.

<signature>

Leslie Singh

Comment

This letter attempts the correct use of business letter format; however, some elements are omitted. All necessary details are present; however, the writing is weak, simplistic and the tone is informal.

Dr. Johnson
B.C Health Sciences Centre
P.O. Box 0608
Vancouver B.C
V3T 2Y5

To: Dr. Johnson
RE; Interview thanks

I would like to thank you Dr. Johnson for letting me have the interview with you a couple days ago. I learnt so many new things about how I can prevent myself and others by getting a cold or the flu. The thing I found most interesting was how after I use a public bathroom, to turn of the tap and open the door using a paper towel. I used all your information by setting up a poster & notice for my grade 12 class. I have used all the techniques every day since you and I met and I feel alot cleaner and healthier. Thank you very much Dr. Johnson!

Sincerely, Leslie Singh
<signature>

P.O Box 1324
Kamloops B.C
V4S 3E6

Comment

Although this multi-paragraphed letter shows the correct use of business letter format, the body of the letter lacks some necessary details of the task. The language and tone are appropriate. This is a competent response.

Leslie Singh
Mountain View high School
P.O. Box 1324 Kamloops, B.C.
V4S 3E6

June 23/05

Dr. Johnson
P.O. Box 0608
Vancouver, B.C.
V3T 2Y5

Dr. Johnson:

I would like to thank you for the time you took to teach us more about avoiding colds and flus.

It was very informative and I learned so much more than I knew before.

I plan to use this informatin and let my friends know about it, also thanks again for the interview.

Sincerely,

Leslie Singh

Comment

This letter contains all the necessary information, and uses proper business letter format; however, there are several errors in written expression, and the tense is somewhat informal.

Com 12 class at Mountain View High School
P.O. Box 1324
Kamloops, BC V4S 3E6

June 23 2005

Dr. Johnson, Section Head of Infection Control
P.O. Box 0608
BC Health Sciences Center,
Vancouver, BC V3T 2Y5

Dear Dr. Johnson:

I'm writing this letter to thank you for the interviewed about advoiding colds and flu.

What I found interesting was that, viruses can live at least an hours on surfaces such as door knobs. I remember all the thing you said about how to avoid getting a colds or flu. I even made handouts for my classmates to see.

I thank you once again. Your information has been really helpful. Thank for taking your time to tell me how to advoid the colds and the flu.

Yours truly,

<signature>

Leslie Singh

Comment

This letter is well written and contains most of the necessary details; however, it is missing an important element of correct business letter format (date). Language and tone demonstrate an understanding of content, audience and purpose.

Dr. Johnson, Section head of Infection Control
BC Health Sciences Centre
P.O. box 0608
Vancouver, BC
V3t 2y5

Dear Dr. Johnson:

I would sincerely like to thank you for the information pertaining to colds and flu you gave me by way of an interview you granted me. The information was invaluable, and was very helpful in the creation of the cold and flue awareness pamphlet I made. I have enclosed a copy. As you are probably aware, cold and flu infection plays havoc on the student population, resulting in massive numbers of absent students. Hopefully now, the pamphlet will be able to help students protect themselves from the common cold.

Thank you again for your invaluable assistance.

Most respectfully
Leslie Singh

Post script: please feel free to reproduce that pamphlet and distribute said reproductions as you see fit.

Leslie Singh
C/o Mountain View High School
P.O. box 1324
Kamloops, BC
V4s 3e6

Comment

This letter shows full and correct use of business letter format. The task is identified and communicated effectively despite minor errors in writing conventions. The language and tone does demonstrate a clear understanding of audience and purpose.

Leslie Singh
P.O. Box 1324
Kamloops, BC
V4S 3E6

Sept 12, 1999

Dr. Johnson
Section Head of Infection Control
P.O. Box 0608
BC Health Sciences Centre
Vancouver, BC
V3T 2Y5

Dear Dr. Johnson:

I am Leslie Singh and I am writing in reference to our interview about preventing colds and flus.

I would like to thank you for taking the time to teach me how to prevent colds and flus. I had a great time interviewing you and was most surprised to learn that bacteria like dampness.

Thanks to your information, I made up a flyer about how to prevent colds and gave it to my communications 12 class at Mountain View high school. My teacher has greatly come to appreciate the interview that took place and so am I.

Thank you very much for your time and if you learn of any new information about how to prevent colds and flus call me at the schools number 856-0225 during school hours or at my email address LS-fun at hotmail.com. Thanks

Sincerely yours,

<signature>

Leslie Singh

Comment

This letter shows full and correct use of business letter format. The task is identified and communicated effectively. This paper contains minor errors in writing conventions and spelling. The tone and language are suitable for the particular audience.

Leslie Singh
Mount View High School
1324, Kamloops
V4S 3E6

June 23/2005

Dr. Johnson
Health Science Centre
0608 Vancouver, BC
V3T 2Y5

Dear Dr. Johnson:

I am writing this letter of thank you to inform you you've done a good thing. Since your interview children have been creating and sharing handouts on the subject of health. I feel this will encourage children to always wash their hands.

Not only have I noticed more children washing their hands, but also encouraging others into the habit. There has also been a drastic change in absentees due to illness since your visit.

I am truly thank you for demonstrating such good examples for these children. I hope to see you in the future for a follow up interview. Thank you again, from the children and I.

Yours truly,
<signature>

Comment

This letter shows full and correct use of business letter format. The task is identified and is written in a clear and well organized fashion. Minor writing errors are evident but do not impede the purpose of the letter.

P.O. Box 1324,
Kamloops, B.C.
VY5 3E6

23 6 2005

Dr. Johnson
Section Head of Infection Control
P.O. Box 0608,
B.C. Health Sciences Centre
Vancouver, B.C.
V3T 2Y5

Dear Dr. Johnson:

I am a member of the communications 12 class at Mountain View High School. I am writing you a letter of thanks for coming to our class room and letting us interview you.

When I was interviewing you I found that washing the backs of your hands, around your fingernails, under your rings, and the palms of your hands was the most interesting. Also making sure your hands are completely dry because damp hands give bacteria an ideal environment.

I used the information to do an article for my classmates and for myself to prevent colds and flues.

<signature>

Sincerely Leslie Singh

Comments

This letter shows full and correct use of business letter format. The task is identified and communicated effectively. This paper shows a strong grasp of audience and purpose.

Leslie Singh
PO Box 1324, Kamloops, B.C.
V4S 3E6

June 23/05

Dr. Johnson, Section Head of Infection Control,
PO Box 0608, B.C. Health Sciences Centre, Vancouver, B.C.
V3T 2Y5

Dear Dr Johnson:

I am writing I regards to our interview when I acquired information about avoiding colds and flus. I simply wished to thank you for all of the valuable information you have supplied me with. I'm almost positive I will not be sick for quite some time.

The one thing that interested me most was the fact that you can contract germs from practically anything you touch, especially in public places. Everytime I go out I wash my hands so the things I touch won't infect oters when they touch the same door or object. I keep my hands away from my face while I'm out and then wash them when I get home or if I go to the public washroom. I also remind myself to not touch the sink or door after washing my hands in a public washroom as that could re-infect my hands. Thank you so much for our interview, it has helped me very much

Yours truly,

<signature>
Leslie Singh

Comment

This letter shows full and correct use of a business letter format. The task is identified and communicated effectively with a strong introduction and closing statement. There are a few mechanical errors but these do not impede meaning.

P.O. Box 1324
Kamloops, B.C.
V4S 3E6

June 23, 2005

Dr. Johnson
Section head
Infection Control
P.O. Box 0608
B.C. Health Science Centre
Vancouver, B.C.
V3T 2Y5

Dear Dr. Johnson:

I am writing on behalf of the entire communications 12 class at Mountain View High School to thank you for your time in which you let me interview you on prevention of colds and flu. We found it very helpful.

Before our interview I did not know that wet hands could cause you to have more bacteria than you started with.

We found that very interesting.

After our meeting I made a printout of ways to avoid colds and flu and gave them out to all of my class mates. They have all tried it and no one has been sick in weeks.

Thank you so much Dr. Johnson for all of your help. I hope to visit again.

Sincerely,

<signature>

Leslie Singh

Comments

This letter shows full and correct use of business letter format. The task is clearly identified. Language and tone demonstrate a solid understanding of task and audience. This paper provides a clear example of one that fits well into the upper range of the six point scale.

Mountain View HighSchool
P.O. Box 1324
Kamloops, B.C.
V4S 3E6

June 23rd 2005

Dr. Johnson
Section Head of Infection Control
B.C. Health Sciences Centre
P.O. Box 0608
Vancouver B.C.
V3T 2Y5

Dear Dr. Johnson

My name is Leslie Singh and I interviewed you at Mountain View highschool about how to avoid catching and spreading colds and flus. This is a letter of gratitude to thank you for teaching me the necessary details I needed to complete my handout.

The handout has been very successful in teaching kids some of the basic things you can do to avoid catching and spreading colds and flus. I had no idea about drying your hands with a towel or paper towel, otherwise air drying can lead to pathagen build ups that spread colds and flus faster.

This information was greatly appreciated and I thank you for taking to the time out to come and talk to me.

Yours sincerely,

<signature>

Leslie Singh