

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