

## Assignment 1: The Letter - Direct Approach

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### Task

Write a **one-page** direct approach letter that simulates a workplace writing situation.

### Assignment Objectives - You will learn to

- Write workplace correspondence using the direct approach.
- Use correct letter format (full-block) and style.
- Write effective and grammatically correct letters for personal and workplace applications.

### Assignment Details

- Choose one of the given scenarios for your letter.
- Do not exceed one page.
- Use the full block format.
- Use the assignment rubric as a proofreading checklist.
- Submit the rubric with your letter (unattached).
- Submit your assignment at the beginning of class on the due date.

### Evaluation

Do not simply rewrite the scenario. You must reorganize the information and put it into your own words, eliminating unnecessary details and adding relevant ones of your own, as appropriate. Try to be original, clear, and concise, and remember to proofread carefully.