

Assignment II: Functional Writing

(suggested time—40 minutes)

Read the situation below and complete the assignment that follows.

Situation

Northside Leisure Centre has served the needs of the city of Pine Ridge and nearby communities for a number of years. This recreational complex houses an indoor swimming pool, an ice-skating arena, a curling rink, a performing arts theatre, and two gymnasiums. The centre is open daily from 6:00 a.m. to 10:00 p.m. The costs of running the centre are covered by the fees paid by individuals who make use of the centre's facilities and by profits from special events.

You are Jody Windsor, a grade nine student who lives in the neighbouring town of Sycamore View. You have enjoyed being able to visit the leisure centre frequently and you have often spent time taking part in recreational activities with your friends and members of your family. Recently, however, you have learned that the centre's hours of operation are going to be reduced. According to the general manager of the centre, Ms. Laura Miller, the costs of operating the facilities are rising.

You have decided to write a business letter to Ms. Miller to present your concerns regarding the impact of a reduction in the leisure centre's hours of operation. You believe that the current hours of operation should be maintained for many reasons. You may wish to propose potential solutions that could be implemented in order to avoid cutting back the hours during which the centre operates.

Assignment

Write a business letter to **Ms. Laura Miller, general manager of Northside Leisure Centre**, to **present your arguments regarding the benefits for local residents of the facilities and programs provided by the centre**. Provide enough information to **convince Ms. Miller of the need to maintain the centre's current hours of operation**.

When writing, **be sure to**

- **identify** the **purpose** of the letter
- **explain** the details of the **situation** and **request**
- **organize** your **thoughts** appropriately in sentences and paragraphs
- **use vocabulary** that is appropriate and effective
- **sign** your **letter** Jody Windsor—**do not sign your own name**
- **address** the **envelope** on page 14

Address Information

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

Ms. Laura Miller

Northside Leisure Centre is located in Pine Ridge, Alberta, at 172 Greenside Way. The postal code is T3W 6L5. Ms. Laura Miller is the general manager of the centre.

Jody Windsor

Jody Windsor lives in Sycamore View, Alberta, and receives mail at post office box 507. The postal code is T9S 4G2.

Envelope

