

Assignment II: Functional Writing

(suggested time—40 minutes)

Read the situation below and complete the assignment that follows.

Situation

In Alberta, regulations regarding traffic in school zones are contained in the Alberta Traffic Safety Act. The Act states that in school zones a speed limit of 30 kilometres per hour is in effect from 8:00 to 9:30 A.M., from 11:30 A.M. to 1:30 P.M., and from 3:00 to 4:30 P.M. on school days. The school zone encompasses the boundaries of the school grounds with signs to indicate the beginning and end of the school zone.

You are Devon James, a student who lives in the town of Glenboro in the municipal district of Spring Valley, Alberta. You attend Mountain View School in Glenboro, which is located in a high-traffic area, and you believe that existing school-zone regulations need to be improved to ensure that students are safe while on or near school grounds. You have discovered that local governments may create municipal bylaws that can modify regulations found in the Alberta Traffic Safety Act.

A municipal school-zone bylaw could include some of the following regulations:

- a speed limit of 20 kilometres per hour in the school zone;
- a bylaw in effect in the school zone from 7:00 A.M. to 9:00 P.M. seven days a week;
- the school zone to include streets within one block of school grounds;
- traffic signs posted 50 metres beyond the school zone.

You have decided to write a letter to Ms. Susan Barnes, a councilor elected to represent the town of Glenboro on the Spring Valley Municipal Council. Present your ideas regarding the need to create a municipal bylaw to regulate traffic near schools in the municipal district of Spring Valley. In your letter, be sure to explain how the safety of all individuals on or near school grounds can be enhanced by such a bylaw.

Assignment

Write a business letter to Ms. Susan Barnes, councilor for the municipal district of Spring Valley, to **present your arguments regarding the need to create a municipal school-zone bylaw**. Provide enough information to **convince Ms. Barnes of the benefits of creating such a bylaw**.

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** Devon James—**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. Susan Barnes

Ms. Susan Barnes' office is located in the city of Spring Valley, Alberta. Her office's postal code is T3M 6T3, and the building is located at 6832 Main Street. She is a councilor on the Spring Valley Municipal Council.

Devon James

Devon James lives in Glenboro, Alberta, and receives mail at post office box 3320. The postal code is T7K 4R1.

Envelope

