**ASSIGNMENT 1: Recipe Assignment**

**Task**:

Locate a recipe on the Internet for your favourite sweet treat. Key in the recipe using the following formatting guidelines:

* Centre the title.
* Key in the ingredients as a list, setting the list as *left-justified*.
* Key in the instructions as a *paragraph*, setting it to be *fully justified*. You may need to separate instruction in more than one paragraph.
* Right justify your name as the cook and place it below the recipe.
* Include the source of your recipe at the bottom of the document using MLA style formatting, as a footnote.
* Add a photo or a clip-art picture to enhance the overall page.
* Apply appropriate formatting to add visual appeal to page.

**Rubric**

|  |  |
| --- | --- |
| **REQUIREMENTS** | **MARK** |
| Use of justification   * Title is centered * Ingredients are left-justified * Paragraphs are fully justified. * Name is right-justified | /3 |
| Paragraph and list formatting   * Instructions are in paragraph format. * Appropriate number of paragraphs used. * List is included correctly. | /3 |
| Source referenced   * Recipe is sourced using MLA style formatting | /2 |
| Use of picture   * Placement of picture is appropriate * Picture is relevant to the recipe. * Picture is clear and easy to see. | /2 |
| Visual appeal   * Appropriate formatting features are used to enhance the overall look of the page. | /5 |
| **TOTAL: APPLICATION** | **/15** |

**ASSIGNMENT 2: Memo and Letterhead Assignment**

# TASK:

# Choose two of the memo examples below. Next, create the memo relating to the situation on a letterhead that is appropriate for the business you are representing. Each memo body should be at a minimum half of a page. The situations are as follows:

1.     You are the supervisor of **Rocky Boat Manufacturing.** You have received reports from several of your manufacturer’s agents of customer complaints that one of your sailboat lines has a fault in its hull. This fault is causing sailboats to overturn unexpectedly leaving occupants “in the drink” or worse. The balance of the vessels is totally off. The faulty model is **Davy Jones’ Locker 347.07B.** Send a memo to all distributors of the product to the effect that you wish to place a general recall for repairs on this model and that no more are to be sold to customers. Instruct your people to give as little information as possible as lawsuits are pending.

2.     You are a retailer who has bought one of the Davy Jones’ Locker 374.07B models for yourself. Your company is called **Smooth Sailing Inc.** Send a memo to your employees warning them about the dangerous sailboat. Include details of your nightmarish experience with the boat. Advise them not to use or buy this particular product if they value their lives.

3.     You are a Supervisor (John or Jane Concerned) at **Fun and Games Incorporated.** You have received lip service from one of your employees on several occasions in a business setting. You can not allow this to continue for the sake of the work environment and your other employees’ morale in the workplace. You believe that this person may be mentally disturbed. She has a terrible shrill, whining tone of voice when she talks to you and continuously gives you negative feedback, which has no place in your work area or in a formal environment. Send a memo to your director asking for suggestions on dealing with this employee, i.e. director, what you plan to do. Note that other site supervisors have had similar problems with this individual on many previous occasions and that she has been warned that she must refrain from this inappropriate behaviour.

4. You are Mr. Smith, director of **Fun and Games Incorporated.** Respond to the memo sent by your supervisor (John or Jane Concerned). Present Ms. or Mr. Concerned with alternatives to solving her/his problem with the unpleasant and uncooperative staff member.

**Memo and Letterhead Assignment Rubric**

|  |  |
| --- | --- |
| **APPLICATION** | **Mark** |
| Proper Masthead (the word “MEMO”) used (at least 20 point font) | /1 |
| Header contains all required information (To, From, CC, Date, Re) | /3 |
| Creative letterhead included (with logo and important information) | /5 |
| Subheadings used where appropriate | /2 |
| Ruled Line Included and appropriate spacing | /2 |
| Proper alignment | /1 |
| Times New Roman or Arial used with 10 or 11 font size | /1 |
| Bulleted list used where necessary | /2 |
| Table used where necessary with proper borders and shading | /3 |
| **TOTAL** | **/20** |
| **COMMUNICATION** | **Mark** |
| Content is clearly communicated | /10 |
| Proper spelling and grammar | /5 |
| **TOTAL** | **/15** |

**ASSIGNMENT 3: Letter to the Editor – Business Letter Assignment**

T

he local paper has recently run a story about violent images in the media causing today’s youth to act in a more aggressive and violent way. They have cited many sources saying computer games such as Doom 3 and Grand Theft Auto, musicians such as Marilyn Manson and TV shows such as 24 glorify violence. He says media is responsible for violent behaviour in today’s youth.

The editor says these various media outlets should be penalized with heavy fines and these artists/writers should not be allowed to produce material with overly violent content.



Being an editorial, it is open for comment.

Your job is to **write a business letter in which you agree or disagree** with the editor’s point of view.

To be printed as a response (and graded for this course), your letter must follow these specifications:

* The letter must be written in semi-block style
* Two point punctuation must be used
* Newspaper’s Address and information must be used
* All letter components (except CC/BCC) must be included
* The body must consist of three paragraphs (3 sentences each)
  + Introduction – Who you are, whether or not you enjoy music and video games that he may think are harmful to society
  + Your opinion – What do you think of his idea that violent media is detrimental to society?
  + Closing – Invite him to respond if he has any questions about your letter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Thinking/Inquiry /10** | | | | |
| *Level of detail* | Poor detail in letter | Some detail in letter | Good detail in letter | Excellent detail in letter |
| **Application /10** | | | | |
| *Use of Word* | Student demonstrates poor ability to use Word | Student demonstrates some ability to use Word | Student uses Word features to write a good letter | Student uses Word features to write an excellent letter |
| **Communication /5** | | | | |
| *Spelling/Grammar* | Two spelling/grammar mistakes | One spelling or grammar mistake | Minor grammar errors | No spelling/grammar mistakes |
| **Knowledge/Understanding /10** | | | | |
| *Letter writing specifications* | Three letter specifications are missing | Two letter specifications are missing | One letter specification is missing | All letter writing specifications are present |

**ASSIGNMENT 4: Report**

***TASK:***

You are to create an informative multi-page report on one of your favourite sport or past time. You are to include the following with your report:

* **a cover page**
* **table of contents**
* **hyperlinks to related sites**
* **graphics**
* **footnotes**

For this assignment, the title of the report should be formatted as **Heading1** and the following subheadings formatted as **Heading 2**:

* **History**
* **How to Learn**
* **My Experience**
* **Web Sites to learn more**

***ADDITIONAL FEATURES:***

Throughout your report, you are also to include the following formatting features:

* A bulleted list somewhere in the report, with a bullet design that is suitable to your topic
* At least one picture on page 3 that will be text wrapped
* At least two footnotes on page 3
* See “*Guidelines to Report Writing*” for the rest of the features

You are to use the proper formatting for a multi-page report. Your report should be set up the following way:

|  |  |
| --- | --- |
| **Page** | **Content** |
| 1 | **Cover Page** - using correct format (see Cover Page reference sheet) |
| 2 | **Table of Contents** – use Word's automatic Table of Contents feature (Heading must be applied first) |
| 3 | **History** - of the sport/past time |
| 3 | **How to Learn** - how to learn the sport/past time |
| 4 | **My Experience** - Your experience with the sport/past time |
| 4 | **Websites & Pictures** - Include links to at least 3 sites about the sport/past time and include pictures. Include one sentence, briefly describing what can be found on each website |
| 5 | **Works Cited –** Using proper MLA formatting |

**HELPFUL HINTS FOR THIS ASSIGNMENT:**

**To create a Table of contents:**

Microsoft Word will automatically design and build a table of contents by using built-in heading styles

1. Use the Style box to apply built in styles into the headings of your assignment. To do this you will highlight the subheading and then click the **Style** button on the formatting toolbar and choose a heading from the list of predefined headings.
2. Click where you want to insert the table of contents.
3. In the **Insert** menu,click **Reference**, click **Index and Tables**.
4. Click the **Table of Contents** tab.
5. To use one of the available designs, click a design under **Formats**.

**Inserting a Hyperlink to a web site**

1. Highlight the text that you would like to make into a Web Link (i.e.: Click to go to my web site).
2. Choose **Insert** from the menu bar.
3. Click **Hypertext** from the drop down menu.
4. If you have not saved, Word will prompt you to save your file now.
5. Type the web address in the **"Link to file or URL" box** (or if you want to create a link to a file on your computer use the Browse button to locate the file).
6. Click **OK**.
7. You will notice that the text will change automatically to a link format (coloured and underlined).

**Inserting endnotes or footnotes**

Footnotes and Endnotes are used to give credit to sources of any material borrowed, summarized or paraphrased. They are intended to refer readers to the exact pages of the works listed in the Works Cited, References, or Bibliography section.

The main difference between Footnotes and Endnotes is that Footnotes are placed numerically at the foot of the very same page where direct references are made, while Endnotes are placed numerically at the end of the essay on a separate page entitled Endnotes or Notes. Only one sentence is used in a Footnote or Endnote citation.

You must do the following to add footnotes to your page:

1. Place cursor after sentence that you want to reference with a footnote.
2. In the **Insert** menu,click **Reference**, click **Insert Footnote** (use MLA formatting when referencing as a footnote).

**MULTI-PAGE REPORT ASSIGNMENT RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LEVEL 1** | **LEVEL 2** | **LEVEL 3** | **LEVEL 4** |
| APPLICATION | | | | |
| ***Cover Page and Table of Contents*** | * Missing 2 or more informational items * Little or no apparent formatting | * Missing 2 informational item * Some attempt to format information | * Information complete * Good incorporation of formatting features | * Information complete * Striking format   **/5** |
| ***Body***  ***Title/headings/margins***  ***Spacing/indentation/***  ***headers/footers***  ***-hyperlinks***  ***-bulleted list***  ***-bold/italics***  ***--graphics*** | * Significant number of formatting errors/omissions | * 2 or more formatting errors/omissions | * 1 formatting error/omissions | * No errors in omissions in formatting   **/10** |
| ***Footnotes & Works Cited*** | * Significant lack of information * Little or no attempt to format correctly | * Information incomplete * Glaring errors in formatting | * Information complete * Minor errors in formatting | * Information complete   **/5**   * No formatting errors |
| THINKING | | | | |
| ***Report Content***   * ***Researched and completed all necessary items*** | * Missing 2 or more topics * Significant gaps in information | * Missing 1 topic * Some informational gaps | * All topics researched * No noticeable information gap | * Additional topics/information provided   **/10**   * Superior development of topics |
| COMMUNICATION | | | | |
| ***Spelling and Grammar*** | * Significant number of spelling and grammatical errors * Evident spell/grammar checks not used | * Some spelling and grammatical errors | * A few spelling and/or grammatical errors | * No spelling or grammatical errors   **/5** |
| ***Writing Style***   * ***sentence and paragraph structure/ coherence*** | * Missing information * Significant number of errors * Incorrect paragraphing * Noticeable lack of coherence | * Weak introduction * Some structural errors * Occasional lack of coherence | * Good introduction * Few, if any structural errors * Good coherence | * Great introduction * Superior writing style   **/5**   * Use of compound and complex sentences * Demonstrates a developed vocabulary |

**A = /20 T = /10 C= /10**