



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SUBJECT: Communication

LEVEL: N4

MODULE/CHAPTER NO: 09 Business Letters

TOPIC: Business Letters

After completing this topic, you will be able to:

- Understanding how to draft a Letter of enquiry
- Understanding how to follow the structure
- Organise the Paragraph's and Address

TOPIC: Business Letters

Content

- Letter of enquiry

File Home Insert Page Layout References Mailings Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Tahoma, 14, Bold, Italic, Underline, Text Color, Background Color, Font Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Line and Paragraph Spacing, Text Wrapping

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis

Change Styles, Find, Replace, Select, Editing

QUESTION 2: A LETTER OF ENQUIRY

Write a letter of enquiry to the Head of Wits Science Department and enquire whether they could pay you a visit and offer you an advice with regard to the farming project. In the first paragraph, thank them for the informative text, and indicate the source of publication and the person who wrote it. In the second paragraph you should indicate the town/village/city and province where you are presently farming. Name the products you farm with such as cattle/bees/chicken et cetera. Indicate to them the month during which you would like them to visit you and give the reasons. End with a goodwill paragraph.

CONTENT	LAYOUT	LANGUAGE	TOTAL
12	5	8 (-½ per error, allow 4 errors before subtracting any marks)	[25]