

SEMINAR WORK – BUSINESS CORRESPONDENCE

Your seminar work for this semester consists of two business letters. These will take the form of correspondence between two parties, i.e. **you will choose to cooperate with a colleague from your seminar group.** One in the pair will initiate the correspondence by sending the colleague a business letter dealing with a particular issue concerning his/her business (for sample types see below), to which the other will reply. For the second set of letters you will continue the correspondence dealing with the issues more specifically or focusing on a different topic. The letters will be numbered 1,2,3 and 4 according to the logical sequence and will bear the name and UCO of the author.

The body of the letter should contain **at least three paragraphs**, but the overall length of one letter should not exceed one A4 size page. All letters must be handed in **typed, double spaced**. They must contain all particulars of formal paper-style business letters. The deadline to hand in the seminar work is **9 April 2009**.

Before you start writing the letters study Intelligent Business Style guide, pp 16 – 19, attached to all IB Coursebooks.

Make sure all your letters include:

- letter head/address of writer
- name and address of recipient
- references
- date
- opening
- subject heading
- body of the letter
- closing
- signature
- name and job title
- enclosures

Sample types of business letters:

- letter of enquiry
- letter of reply
- letter of application
- letter of complaint
- letter of confirmation (of receiving an order/dealing with a complaint...)
- letter of apology
- an offer to cooperate / supply components etc.
- other types

For business correspondence of all kinds is important that it is **concise, clear and to the point**. When you have finished, check your letters for:

- logical structure
- clarity of ideas
- accuracy of language
- appropriateness of style

For more information see the Style guide or any other literature dealing with formal business correspondence in English.