

ASSESSMENT # 7**Total Marks: 30**

1. Give short answers to the following questions:

- i. Why are good writing skills important in a business setting?
- ii. Why are personal letters often more difficult to write?
- iii. What are the pros and cons of email communications?

What is the purpose and value of a vision statement?

2. Create a short example of a business letter from scratch, creating your own scenario and subject.

3. Create an example of a short personal letter, then explain how and why it is different to your business letter.