

DONATION LETTER

Proof-reading

Read this donation letter addressed to Barbara Giles. Circle what you think might be wrong. Look for things like:

- Layout
- Spelling
- Punctuation
- Language
- Sequencing
(order of ideas)

Underline some words or phrases which you think could be changed.

25 Blagdon Way,
Whitley
Reading
RG2 8TO
26 March 2001

Mrs Barbara Giles
Store Manager
B&Q Stores
Oxford Road
Reading RG1 9PO

Dear Babs

Hi! My name's Jaz. I'm with the Prince's Trust.

What we're doing is trying to get some dosh together. Reading Council are skint and they've asked us to do up the changing rooms at Waverley football ground. It would be well good if you could give us some paint and would. We'd mention you as a sponser if you say yes.

If you can help, call me NOW on Reading (0118) 9764957.

Cheers!

Jaz

A model letter

Here is a more formal version of Jaz's letter to Barbara Giles
Compare your choice of words with the phrases used in this letter.

25 Blagdon Way
Whitley
Reading
RG2 8TO

26 March 2001
Mrs Barbara Giles
Store Manager
B&Q Stores
Oxford Road
Reading RG1 9PO

Dear Mrs Giles

I am writing on behalf of a group of volunteers taking part in the twelve-week Prince's Trust Programme at Reading.

One of our activities involves fundraising and we have been approached by Reading Council to help them to refurbish the changing rooms at Waverley football ground. I was wondering if you would be willing to donate some paint and timber to help us to complete the project. B&Q would be mentioned as one of our sponsors, should you agree to help us in some way.

If you are able to help us, please call me as soon as possible on Reading (0118) 976 4957.

I look forward to hearing from you.

Yours sincerely

Jaz Smith