

Formatting Challenge

Scenario

You are assisting the manager of a Day Care Centre prepare a letter to parents.

Use the Day Care letter you have been given.

The letter needs to be formatted appropriately.

Include a suitable image from the ones provided.

Insert a symbol in the appropriate place to indicate a tear-off slip.

Insert the following text into a table below the tear-off slip. Include a column for the responses.

- Parent name
- Child name
- Telephone number
- I would like to attend the open evening

Check that the letter is clear and easy to read and has no mistakes.