

COWS CREATE CAREERS PROJECT

LETTER WRITING TIPS



Senior and junior letters

Letter writing task

- Create a thank you letter to Jaydee Events Pty Ltd that talks about your experiences and what you have learnt from the dairy industry and your calves.
- Outline what you have learnt from the industry advocate and dairy farmer who visited your school.
- Provide some scientific information. What did you feed the calves? Did they gain weight? If so, how much?

Useful tips!

- The letter should be presented in a business style format.
- Use a font that is easy to read e.g. Arial or Times New Roman.
- Check the letter for spelling and grammar.
- Include a paragraph of friendly text – tell us about your calf rearing experience!

INSERT YOUR TEAM NAME & LOGO IF YOU HAVE ONE!

BUSINESS LETTER FORMAT – HERE IS A SUGGESTION!

31st January 2024

Browns Road
CAREERS HILL VIC 3245

Ms. Deanne Kennedy
Jaydee Events Pty Ltd,
PO Box 18, LOCH VIC 3945

Dear Ms. Deanne Kennedy,

Insert the content of your letter in paragraphs.

- Start with a brief introduction of your team and school's name, and the reason you are sending the letter. (To advise about your experience with the Cows Create Careers Project).
- Include a paragraph about your calf rearing experience; what did you enjoy the most? What did you learn from the dairy industry and your calves?
- Tell Ms. Kennedy about the growth and health of your calves.
- Provide some scientific information. What did you feed the calves? Did they gain weight? If so, how much?
- Outline what you have learnt from the industry advocate and dairy farmer who visited your school.
- Tell us some gossip. Did anything funny happen whilst the calves were staying at school?
- Summarise your experience – what were the key dairy messages?

Yours faithfully,

(Don't forget to sign the letters)

Student Name (type your names underneath the signature)

Type your Team Name