COMPUTER APPLICATIONS IN BIOLOGY
Assignment #1
Dr. Osborne

Word Processing: A letter asking for donations to upgrade the computer laboratory

Due Date: _______________________

Name ________________________

The Situation. As a student in Computer Applications in Biology you are well familiar with the equipment and conditions in the Biology Computer Laboratory. Imagine that you could write a letter the president of a company to ask for a donation of funds to upgrade and modernize the computers and the facility.

The Assignment. Select a corporation which you would think might provide some funding for the computer laboratory. Let us say that we are looking for a $5,000.00 donation from each of eight corporations for a total of $40,000.00. Write a letter to the president of the corporation asking for the donation. The letter should have three paragraphs.

• An introductory paragraph indicating why the letter is being written, the scope of the project and what you are asking for.
• A main paragraph describing what equipment and software you are planning to buy once the funds are raised.
• A concluding paragraph that thanks them for reading the letter and asking them to make a donation promptly.

You will want your letter to look presentable and impressive to the president of the corporation. To achieve this, you will need to include each of the following elements.

• A letterhead (masthead with address), centered at the top of the page. [Use the following name, “Computer Facility Improvement Fund”. Use the University address (Biology Department, 1000 Morris Avenue, Union, NJ 07083) as the address for Computer Facility Improvement Fund.]
• Date, salutation and the body of the letter, all left justified.
• Two fonts
• Two font styles
• Two font sizes
• One clip-art graphic
• One draw feature
• Your name after the body of the letter, left justified.

Spell check the document and save it as assignment1.doc. Print it out and submit it using this page as a cover sheet. Be sure also to include the Scoring Rubric on the next page.

Assessment. The letter will be graded using the Scoring Rubric on the next page
## Scoring Rubric for Assignment #1

<table>
<thead>
<tr>
<th></th>
<th>Insufficient</th>
<th>Beginning</th>
<th>Adequate</th>
<th>Competent</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical quality</strong></td>
<td>Very few or none of the required components are included.</td>
<td>Some of the required components are included but many are missing.</td>
<td>All component areas are included but not in sufficient quantity.</td>
<td>All component areas are included with very few omissions.</td>
<td>All component areas are included with no omissions.</td>
</tr>
<tr>
<td><strong>Formatting and spelling</strong></td>
<td>Letter is poorly formatted and has numerous spelling errors.</td>
<td>Letter is formatted but not entirely; numerous spelling errors.</td>
<td>Letter is properly formatted with a few spelling errors.</td>
<td>Letter is formatted properly with very few spelling errors.</td>
<td>Letter is formatted properly with no spelling errors.</td>
</tr>
<tr>
<td><strong>Content</strong></td>
<td>Letter does not address well the reason for the invitation.</td>
<td>Letter poorly addresses the reason for the invitation.</td>
<td>Letter states clearly the reason for the invitation.</td>
<td>Letter states clearly the reason for the invitation but is not clear about when or where it will be held.</td>
<td>Letter states clearly the reason for the invitation and includes all directions and information.</td>
</tr>
<tr>
<td><strong>Writing and presentation</strong></td>
<td>Writing is so poor there is a question regarding if the teacher actually wrote it.</td>
<td>Writing is somewhat clear but the letter is difficult to read.</td>
<td>Writing is clear but the letter is uninteresting and may not convince parents to attend.</td>
<td>Writing is good but there is doubt if the parents will be interested in attending the “special presentation”.</td>
<td>Writing is good and it convinces parents that they should attend the &quot;special presentation&quot;.</td>
</tr>
</tbody>
</table>