

CHAPTER 24 Social and Ethical Responsibility

SOFTWARE ACTIVITY

Word Processing Application

OBJECTIVE: Write a business letter.

Practice Situation

You are the owner of a small sporting goods store that has just been open for six months. This is the first month that you have made a profit. You strongly feel that business owners should find ways to give back to the community.

Today, you received the letter shown below requesting that you donate \$1,500 to sponsor a local youth baseball team. Although you would love to contribute, you feel that at the present time you will not be able to make this donation since profits are still so questionable.

Write a letter to the Chamber of Commerce representative informing them of your decision. The letter should also emphasize your strong feelings about the need for business owners to support community activities.

Anytown Chamber of Commerce
2000 Main Street
Any town, Any state 30000

Today's Date

Dear New Business Owner:

As a new and vital part of our business community, I'm sure that you are aware of the importance of providing activities for young people. This year, I am responsible for generating funds that will allow the Chamber to be able to sponsor twelve youth baseball teams. We need your help!

It takes approximately \$1,500 to sponsor each team. I hope you would consider providing a donation to sponsor one team. Each year, these youth teams provide outstanding programs for the youth in our community. In addition to recreation, they also provide team building and leadership opportunities.

Can we count on you for a sponsorship? If I can answer other questions, you can contact me at the address listed above or by calling 555-1212. I look forward to working with you on this valuable project for our community.

Sincerely,

John Anderson
Youth Programs



Word Processing Directions

1. Start your word processing software program.
2. Write your response the letter above. Type the letter in block style. Proofread and edit your work to make sure that it is correct and concise.
3. Save your work.
4. Print out a copy of your completed letter if your teacher has instructed you to do so.
5. Answer the following questions.

Interpreting Results

1. Why is it important for entrepreneurs to give back to the community?

2. Exchange your completed letter with a classmate. How does your version differ from your classmate's? Reread your own letter. How would you change it after reading your classmate's response letter?

Drawing Conclusions

3. If you don't have the funds to fulfill their request, what could you offer the Chamber of Commerce?
