TASK 1: LETTER TO RAFFLE WINNER

You work for a charity called Heart Touch. You have received this email.

			- - X
From:	admin@hearttouch.org.uk		
🚺 То:			
Subject:	Raffle prize		
			<u> </u>
Hi			
Mrs Portland has won the main prize in the Spring Raffle. Please write a letter to her.			
Use the prize letter template. You will need to fill in the gaps.			
Mrs Portland's full name and address is:			
Mrs Amelia Portland 17 Ivy Grove Cheltenham Gloucestershire			
GL14 1RF			
Please put this table in the letter:			
Prize		Winner	
26" L0	CD TV	Mrs A Portland	
Week	end Break	Mr P Break	
Food	Hamper	Mrs T Smith	
£20 B	eauty Voucher	Dr S Okina	
Thanks.			
Page Sec At Ln Col REC TRK EXT OVR English (U.K			

OPEN the file Prize letterL1.rtf.

SAVE the letter with a new file name.

ENTER today's date.

INSERT Mrs Portland's name and address.

USE information from the e-mail to fill in the gaps shown by [?].

ADD an appropriate subject heading.

INSERT the table of winners.

INSERT your name, candidate number and centre number in the footer.

SAVE the letter.

PRINT a copy of the letter.

Reminder:

- check your spelling
- use a suitable layout
- use a suitable font
- use correct capitalisation

TOTAL FOR TASK 1: 20 MARKS