

Week 5: Week Five - Class Discussion

Graded Activity: Class Discussion (25 points)

Instructional Objectives for this activity:

Create a Microsoft Word document for use in business environments.

For this week's class discussion, please reflect on personal experience(s) and this week's reading material in **Word Chapter 3**. Select *one* of the professional fields from the Week 2 class discussion and discuss the following questions as they pertain directly to that profession.

Be sure to respond to all of the questions with substantive content.

- What are some characteristics of a good business letter?
- What is Clip Art and is it appropriate for a business letter?
- What types of fonts and paragraph spacing would you use in a business letter?
- Would you single or double space a business document?
- What are some ways to align text when constructing or editing a Word document? (Get creative here!)

.....
The minimum expectation for class discussions is to respond directly to each part of the discussion prompt and to respond to at least two other posts, either by a student or instructor, by the end of the week:

1. Submit one main post responding directly to each part of the discussion prompt.

- This should be a substantive response to the topic(s) in your own words, referencing what you have discovered in your required reading and other learning activities.
 - You may use resources in addition to your textbook that support your post(s); however, you must mention the source(s) that you used in your post(s).
2. Reply to at least two posts. Responses can be made to students or to your instructor.
3. Responses to other individuals' posts should:
- Expand on their ideas
 - Discuss the differences between your thoughts and theirs
 - Explain why you agree or disagree

Class Discussion

- To post your main response to this topic, click the blue **Respond** button below.
- To respond to a classmate or your instructor, click the blue **Respond** button below his/her post.

 [Respond](#)

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Responses

[Response](#)

Author

Date/Time*

 [Week five](#)

5/15/2011 5:16:50 PM

Discussion requirement [redacted] 5/16/2011 8:25:46 PM

Main Post: [redacted] 5/18/2011 4:14:22 PM

What are some characteristics of a good business letter?

*Being professional, having an organized appearance, and clearly conveying its message are some characteristics of a good business letter.

What is clip art and is it appropriate for a business letter?

*Clip art is a defined graphic and is appropriate for a business letter only on the letter head.

What types of fonts and paragraph spacing would you use in a business letter?

*You would use single line spacing and double spacing between paragraphs. Block lettering is the type of font used.

Would you single or double space a business letter?

*Single

What are some ways to align text when constructing or editing a Word document?

*You can use the tab key or push either the left, center, or right align button.

Respond

RE: Main Post: [redacted] 5/18/2011 8:25:57 PM

RE: Main Post: [redacted] 5/18/2011 8:28:27 PM

RE: Main Post: [redacted] 5/19/2011 10:23:59 AM

main post: [redacted] 5/18/2011 8:39:16 PM

RE: main post: [redacted] 5/19/2011 9:45:07 AM

RE: main post: [redacted] 5/19/2011 11:17:54 AM

Class Discussion [redacted] 5/19/2011 9:42:56 AM

RE: Class Discussion [redacted] 5/19/2011 11:19:28 AM

RE: Class Discussion [redacted] 5/19/2011 1:39:38 PM

Main Post [redacted] 5/19/2011 4:21:47 PM

A good business letter is thought to be professional, having an organized appearance, and clearly conveying its message are some characteristics of a good business letter.

Clip art is a defined graphic and is appropriate for a business letter only on the letter head.

You would use single line spacing and double spacing between paragraphs. Block lettering is the type of font used.

I would use single spacing.

You can use the tab key or push either the left, center, or right align

Respond

* Times are displayed in (GMT-07:00) Mountain Time (US & Canada)