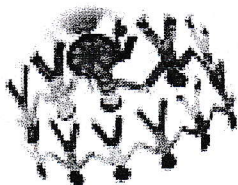


Note: Marks will be deducted for direct lifting of sentences from the given situation.

Write a letter to the manager of Grace Children's Home asking them to send you details about their needs and programs. You should enquire about the organization, their programs for volunteers, their requirements and other necessary details. Your letter must be written using the full block format.

Task

Grace Children's Home was founded in February 2005 by a group of men and women who have made a tremendous difference to the lives of children with special needs. They have spread the word and have been actively involved in creative ways to raise funds by organizing pot-luck lunches, family BBQs, photo exhibitions, charity bazaars and children's & family days. Every single organized activity has made a significant impact on the lives of the children. The success of Grace Children's Home is based on the support of members, donors and volunteers. Please join us by giving! Get involved! Be a volunteer! Contribute by donating!



Special children need special care from special people

Grace Children's Home
Jalan Bunga Raya 3,
Taman Bakti, Johor Bahru
07-2234824

Situation
Your company is planning a Corporate Social Responsibility (CSR) Program. As the event coordinator, you need to select a community based organization for the program. You are interested in the following advertisement:

Instruction: Read the situation and complete the task.

PART II (10 marks)