

Business Literacy Assignment

Practice your business writing by creating your own business!!

Your Task:

In a group of 3 people, create a new Restaurant in the Tri Cities area. Complete all the associated writing tasks that accompany this new development.

Step 1 (Planning):

1. Choose group members
2. Brainstorm type of food, target clientele, location and other features that you would provide to your customers.
3. Decide on a name for your restaurant.
4. Use a map of your area (Google Maps) to determine the best location for your restaurant.

Step 2 (Designing):

1. Create a sketch of the floor plan of your proposed restaurant; use your experience in restaurants to help you come up with a design.
2. Design and create a menu for the restaurant
3. Create a Bristol board display of the proposed furniture and décor in your restaurant. Use magazines, guides or newspapers to help you think of what you would like.
4. Bring in your materials. Assemble the presentation.

Step 3 (Writing):

1. Complete all of the following letters, memos or other forms of writing.
 - A) **Proposal Letter**- propose your new restaurant to the city's chief urban planner Mr. Bigshot.
 - B) **Request Letter** - write a letter to Mr. Wegetit requesting more supplies to stock your restaurant.
 - C) **Business email** - write a formal business email which addresses the delivery of the requested food
 - D) **Complaint Letter** - write a letter of complaint to the business manager at Furniture Plus (Mr. Idontcare) about a problem with the chairs his company provided.
 - E) **Advertisement** - create an ad to promote the restaurant and the menu. Use pictures and text!

Step 4 (Selling):

1. Prepare a presentation for a group of financial backers. In order to receive funding to start your restaurant you will have to explain what your restaurant will provide for the local community. Your presentation should be approximately 5 minutes long and mention all components of the assignment.

Have fun! Be Creative!