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Reading Response

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The first article that I read for this reading response was the article on how to write a basic business letter. The first thing that it explains is that we need a dateline which shows the day that the letter was written. Next, it tells us that we need the inside address of the person who is receiving the letter. It also suggests that if we do not know the person personally we should do some research in order to find out their information. After that, it says that we should begin the actual letter with a greeting and then write the body paragraphs. Finally, once you finish it's time for the closing part of the letter. Also at the end if you have any documents or a resume you should add to the end. Finish the whole thing off with your initials.

The second article that I chose to read was the *White paper: Purpose and Audience*. The white paper is a term that is used as a shorter-term to describe an official government report. They are used when arguing a position or purpose for a solution to a problem. Today white papers have gained popularity as marketing tools for corporations, more specifically on the internet. These corporations will use white papers in order to sell information and products as solutions that would help their customers.

Overall these two articles were really interesting and informative. The first article is something that I believe is going to help me in the future. At first, I didn't even realize there was a specific format to write a business letter. Now I'm grateful that I have read that article and now with the knowledge I have now, it could possibly help me get a job. The second article, I found it interesting but not useful for me right now. The reason for that is that I don't plan on running a

business but who knows maybe I will in the future. If that happens then I will understand the importance of using white papers to solve solutions for the company.