

Student Name: _____
Teacher Name: Mr. Westmoreland
Class Name/Subject: Economics CP
Period: _____
Assignment Week #: 2

STOCK MARKET PROJECT: TYPED BUSINESS LETTER

(Remote Teaching update – students submitting work digitally ONLY)

Directions: You must write a **summary** of the portfolio's activities and your results in a **business letter format** to Me, Mr. Westmoreland, the Westmoreland Investment Inc.'s CEO. Consider using Business Letter templates available within Office 365 for proper formatting (you may submit neatly **legible** handwritten if you do not have internet access – double space please). Use the three weeks of stock data we completed in class during 3rd Quarter from your logs and journals (weeks 1 – 3) as a reference. No other documents from those originally assigned will be required for this project. Minimum of 1 full page (about 2 paragraphs, plus header as shown in example).

Mr. Westmoreland
1111 Showmedamoney Lane
Tracy, CA 95377

Letter Expectations:

*Make sure to include in your written business letter the following:

- *Proper Stock Vocabulary/Lingo
- *Summarized reasons for stock purchases/History of each company (refer to your log/journal)
- *Change orders confirmed by Mr. Westmoreland either with hard copies or printed out email responses from Mr. Westmoreland
- *Explain what you achieved on behalf of your client. Convince your boss WHY you did a good job using economic thinking/reasoning.

*****CHECK GRAMMAR AND SPELLING BEFORE SUBMISSION. *****

(reverse side is lined as an alternative to binder paper to complete this assignment)

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.