

## Coke

*Approach:* Station*Level:* Year 8*Resources:* Picture of coke bottle.*Questions/instructions*

Imagine that you want information for a school project about how Coke is made.

Write a letter to the Coca Cola Company, whose address is P.O. Box 641, Newmarket, Auckland.

Set out your letter in the most suitable way.



% responses

y4 y8

Date:	yes, correct place	28
	yes, elsewhere	16
Sender's address:	yes, correct place	33
	yes, elsewhere	25
Recipient's address:	yes, correct place	47
	yes, elsewhere	12
Appropriate salutation		72
Appropriateness of language:	always	29
	mostly	42
	sometimes	23
	rarely/never	6
Requests key information:	yes, clearly	70
	vaguely	24
	no	6
Appropriateness closing salutation		74
Name/signature of sender:	full	70
	partial	18

*Commentary*

Like their year 4 counterparts in *Bookshop Letter* (p43), year 8 students often omitted return address information. A much higher proportion, however, included appropriate salutations and indicated who was sending the letter.

## HIGH RANGE

Coca Cola Company  
P.O. Box 641,  
Newmarket,  
Auckland

Sender Address.  
*street address*  
*suburb*  
*city*

7th September, 1998

Dear Sir/Madam,

My name is *name* and I am in need of some information on how Coca Cola is made for a *name* Intermediate, school project based on soft drinks.

I would be very appreciative if you could send me some information.

Thank,you,

Yours sincerely,  
*name.*

*street address*  
*suburb*  
*city*

Coca Cola Company  
P.O. Box 641  
Newmarket  
Auckland

1.9.98

Dear Sir/Madame

I am doing a class project on Coke.  
I was wondering, if there would be any possibility if you would be able to send me some information on how coke is made.

My adress is above.

Kind regards  
*name*

*name* Intermediate School  
*street address*  
*suburb*  
*city*

Coca cola company  
 P.O. Box 641  
 New Market  
 Auckland

4 September 1998

Dear Sir/Madam,  
 I am writing to find out how coke is made for a school project.  
 I would be much obliged if you would send me some information.

Your sincerely,  
*name*

*street address*  
*suburb*  
*city postcode*

P.O BOX 641  
 Newmarket  
 AUCKLAND

24 August 1998,

Dear Coca Cola Comapny,

I am a student at *name* School. We are doing a study on how to make Coca Cola. Would it be okay for you to send me some information about how to make it at the above address.

Thank you very much for helping me.

Your sincerly  
*name*  
*signature*  
 Year 8 student.

#### MID RANGE

24.8.98  
 Coca Cola Company  
 P.O BOX 641  
 New Market, Auckland

Dear Coke

I am doing a project on Coca Cola and I would most appreciate if you sent me out information on where they make Coke and how long it take's and any other information that you think is neccacery for a project.

Thanks  
*name*

Po box 641  
 New market  
 Auckland  
 31/8/98

To the manager of Coca Cola in Auckland,  
 I am doing a school project on your product and would like to know if you could send me some imformation that might be help full please send this information to *street address suburb*.

yours senserly  
*name*

Coca Cola Company  
 P.O.Box 641  
 Newmarket, Auckland

Dear Manager,  
 Our school is doing a project on how coke is made we were thinging you could help us if you can send our information to:

*school*  
*street address*  
*city*  
 Thanks.

*name*  
*street address*  
*suburb, city, postcode*  
 New Zealand

24th August, 1998

To the Manager,  
 My name is *name* and I am 13years old. I am at *name* School, Year 8.  
 I am doing a project for General Studies on Coke: the ingredients; how it is made & what equipment is necessary.  
 Please could you send me some imformation.

Your devoted drinker,  
*name*