

## Creating documents activity 2

Version 1

22 Beach Walk  
Warnambool  
3820

Dear Sir,

I've heard some excellent reviews of the computer course you are running and I'd like to express my interest in the course. I think I would be an ideal student because I've already learned some things with Be Connected. The things I would like to learn are; How to use email, How to stay safe online and How to search the internet. If you have a place available on a Thursday that would suit me best.

Yours faithfully,  
John Learner

Version 2

22 Beach Walk  
Warnambool  
3820

Dear Sir,

I've heard some excellent reviews of the computer course you are running and I'd like to express my interest in the course.

I think I would be an ideal student because I've already learned some things with Be Connected.

The things I would like to learn are;

- How to use email
- How to stay safe online and
- How to search the internet.

If you have a place available on a Thursday that would suit me best.

Yours faithfully,

John Learner