



# Business Communication

Communication Science Study Program  
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## Second Task

### 1. MAKE AN IMAGINARY COMPANY (OR ORGANIZATION) AND YOU WILL USE THIS COMPANY

The Company's Profile that you should make includes:

- Company's Name
- Logo
- And other matters that are considered important

### 2. BASED ON THAT COMPANY PROFILE, you have to:

Make a Letterhead Design for your company

You can also make another design for your Company's Stationery, such as envelope, stamp, etc.

### 3. MAKE AN EXAMPLE OF WRITTEN COMMUNICATION

Use your Company (in the first task) as your identity:

- Official Invitation Letter
- Letter of Complaint
- Billing Letter
- Press Release
- Notification Letter
- Business Memo
- Business Card
- Business E-Mail

### 4. PLEASE PUT ALL THOSE LETTERS IN ONE ENVELOPE (A4/Folio)!

### 5. SEND YOUR BUSINESS E-MAIL to [tine.wulandari@email.unikom.ac.id](mailto:tine.wulandari@email.unikom.ac.id)

You can put me as your client, vendor, superior, etc.

Thank you for your attention. Happy working and see you...