



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:

- a. Official Invitation Letter
- b. Letter of Complaint
- c. Billing Letter
- d. Press Release
- e. Notification Letter
- f. Business Memo
- g. Business Card
- h. 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

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

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