



# Business Communication

Communication Science Study Program  
Tine A. Wulandari, M.I.Kom.

## Second Task

1. **MAKE AN IMAGINARY COMPANY (OR ORGANIZATION) AND YOU WILL USE THIS COMPANY FOR SOME FUTURE TASKS.**

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. Permit Application Letter
- c. Letter of Complaint
- d. Billing Letter
- e. Press Release
- f. Notification Letter
- g. Official Memo
- h. Official E-Mail
- i. Business Card

4. **PLEASE PUT ALL THOSE LETTERS IN ONE ENVELOPE!**



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**5. SEND YOUR OFFICIAL 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.

Read about NETIQUETTE, make sure you complete all etiquettes about sending an official e-mail.

**6. YOU HAVE TO FINISH THIS TASK IN A WEEK OR BEFORE NEXT CLASS.**

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