

Windows Writing



Title: **Letter Writer**
 Publisher: **Clarity, Hong Kong**
 Type: **Tutorial**

System Requirements:
 486SX, Windows 3.1 or '95,

Prices
1 computer £49.95
5 computers £99.00
20 computers £249.00

Clarity Report Writer series

Letter Writer

Clarity have added two new items to their **Report Writer** series. These are **Letter Writer: Letters, faxes, emails**, and **Report Writer: Business Reports**.

Letter Writer is a guided letter writing program with a strong business orientation. The program sits on top of a word processor, so that it is not just a learning package but functions as an unobtrusive guide that steers you through your letter with a number of help features. You can either use *Word* or any other standard WP package or Clarity's own cheap and cheerful text editor.

The program does not offer an automatic spell-checker or grammar guide since these, if required, are usually available within most word processors.

- Complaint letter 1
- Complaint fax 2
- Complaint letter 3
- Complaint letter 4
- Complaint email 5
- Apology letter 1
- Apology letter 2
- Apology letter 3
- Apology letter 4
- Apology email 5
- Enquiry fax 1
- Enquiry letter 2
- Enquiry letter 3
- Enquiry email 4
- Enquiry email 5
- Response to an enquiry letter 1
- Response to an enquiry letter 2
- Response to an enquiry letter 3
- Response to an enquiry email 4
- Response to an enquiry email 5
- Job application letter 1
- Job application letter 2
- Job application fax 3
- Job application letter 4
- Job application letter 5
- Debt collection fax 1
- Debt collection letter 2

Instead it allows the user to call on a large number of guide features in the form of suggestions in these categories: **Your letter**, **Letter Bank** (a reference library of correct model letters), **Letter Guide** (points to the most common mistakes, suggestions on suitable language), **Style Guide** (indicates common areas of difficulty), **Process Guide** (advice on planning and revising), and many other features. The model letters are grouped as **Complaints, Apologies, Enquiries, Responses, Job Applications, Debt Collection and Giving Information**. Clarity provides a web page for further advice and downloadable bug-fixes.

Running the program normally requires the CD to be present in the drive, but a network version is also available.

This is not the first letter-writing guide of its kind, but it is probably the most satisfying, building on the experience of its predecessors. Installation is standard and familiarisation takes about one minute.

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The Report Writer
 Titles: 1. **Business Reports**
 2. **Lab Reports**
 3. **Final Year Projects**
 4. **Technical Reports**

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Business Reports

Business Reports functions in the same way as and shares some features with the *Letter Writer* above, but organises guidance in the following areas: **Progress Report, Feasibility Study, Incident Report, Research Report, General Report**.

Research Report offers predictable but nevertheless useful reminders about structure: **Title page, Table of Contents, Executive summary, Introduction, Methodology, Findings, Conclusions, Recommendations**.

This is an essential tool for any school giving training in the written language of business.

The Report Writer has three other titles: *Lab Reports, Final Year Projects and Technical Reports*

Example reports	Help	Other titles
Establishment of The Imperial Court Hotel Yangshuo, China		
Purchasing a Colour Photocopier		
False fire alarm		
Factory floor injury		
Complaint about Noise; Injury; Damage to Furniture and Fit		
Tours of Cairo - Luxury travel tours		
The Induction Training Course		
Sales of Tasmanian Modern Woman magazine		
Investigating translation agency rates		
Establishment of The Imperial Court Hotel Yangshuo, China		