

John Smith  
123 Pocahontas Drive  
Chicago, IL 60606  
(312) 234-5678  
E-mail: jsmith@uic.edu

February 16, 2010

Governor Thomas Ratcliffe  
Shareholder Services  
NEW WORLD CORPORATION  
4567 N. State Street  
Los Angeles, CA 98765

**Re: A New Lingua Franca for Europe**

Dear Governor Ratcliffe:

The European Union commissioners have announced that an agreement has been reached to adopt English as the preferred language for European communications rather than German, which received the second-highest number of votes.

As part of the negotiations, Her Majesty's government conceded that English spelling had some room for improvement and has accepted a five-year phased plan for what will be known as EuroEnglish (hereinafter referred to as "Euro"). In the first year, "s" will be used instead of the soft "c." Certainly, sivil servants will reseive this news with joy. Also, the hard "c" will be replaced with "k." Not only will this klear up konfusion, but typewriters kan have one less letter.

There will be growing publik enthusiasm in the sekond year, when the troublesome "ph" will be replaced by "f." This will make words like "fotograf" 20 persent shorter.

Governor Thomas Ratcliffe

February 16, 2010

Page 2

In the third year, publik akseptanse of the new spelling kan be expekted to reach the stage where more komplikated changes are possible. Governments will enkourage the removal of double letters, which have always ben a deterrent to akurate speling.

In addition, al wil agre that the horrible mes of silent “e”s in the languag is disgrasful, and they would go.

By the fourth year, peopl wil be reseptiv to steps such as replasing “th” by “z” and “w” by “v.” During ze fifz year, ze unesesary “o” kan be dropd from vords kontaining “ou,” and similar changes vud, of kors, be aplid to ozer kombinations of leters. After zis fifz yer, ve vil hav a reli sensibl riten styl. Zer vil b no mor trubls or difikultis and evrivun vil find it ezi tu understand ech ozer.

Ze drem vil finali kum tru.

Sincerely,

*John Smith*

John Smith

[Note: Please use *double space for the body* of the letter, as shown in this format sample, for grading purposes.]