**ENG 4C Unit #5: Media Literacy in the Professional World**

**Learning Goal:** I will complete either a quote, estimate, or scholarship forms to demonstrate and apply my ability to compose and complete professional letters and documents.

**Instructions:**

Choose either to complete a scholarship/grants application or completing a quote or estimate. Consider which of the three will best serve you in the future. **Remember, you are only doing either the quote OR the estimate OR the scholarship application!**

**Quote/Estimate:**

1. Complete rationale – Provide a brief explanation for choosing to complete a quote or estimate. This may include the fact that you are choosing to go straight into the trades or an apprenticeship program.
* You should also demonstrate your understanding of the differences between a quote and an estimate in this section as well as when should you write a quote vs an estimate.
1. Complete an actual quote or estimate. You may choose to complete one based on an actual job and can visit this website <https://www.biddingo.com/> to view current job opportunities in your area **OR** you may create a scenario where you may need to write a quote in the future. Your decision for which one you choose should be reflected in your rationale.
2. Submit both rationale and quote or estimate with a properly constructed title page by Friday, June 03rd.

**Scholarship:**

1. Complete rationale – Brief write-up stating school you will be attending in the fall, programming you have been accepted into, and potential scholarships available at your future school.
2. Choose one to completely apply for. Complete all forms and documentations required and submit. Be sure to print off each page to demonstrate that you have actually applied for this scholarship. (for security sake, please be sure to white/black out private information such as your SIN.)
3. Submit both rationale and application form with a properly constructed title page by Friday, June 03rd.