

Handout 3: Letter or Inquiry Exercise

Unscramble the letter and put it back in order!

Greetings Mr. Zuckerberg:

After browsing your *Facebook* site, I noticed how much people like to share what interests them. It strikes me that such a technology can be used not only for social communication, but for business communication too. I am wondering how does one create a *Facebook* webpage for their business?

Dwight Schrute
1234 E. Beat Avenue
Scranton, Pennsylvania 595934
(590) 749-5283

My name is Dwight Schrute, and I am the proud owner of Scranton's most prestigious bed and breakfast: *Schrute Farms Bed and Breakfast*. Our pleasant little location is a bit off the beaten path, and while I had hoped that my conventional hospitality and beat farming activities would draw in new guests, it turned out that some of my socially awkward employees drove away more guests that it has attracted. I am hoping that you might be able to pass on some technology trade secrets so that future guests can view our website showcasing the true beauty of *Schrute Farms Bed and Breakfast*.

June 11, 2015

Regards,

Dwight Schrute

If you could please send me course catalogs, prerequisite course requirements, and additional business networking courses that would help me create a *Facebook* webpage for *Schrute Farms Bed and Breakfast*, I'd be most grateful.

Mark Zuckerberg
Chairman & CEO of *Facebook*
Facebook Headquarters
1 Hacker Way
Menlo Park, CA 94025
(912) 235-6711

I believe it is absolutely necessary that I learn how to make *Schrute Farms Bed and Breakfast* accessible on the *Facebook*. I understand you teach a course called *Facebook 101* that walks Information Technology students through this process. Is this course open to freshman college students like myself? What other courses would you recommend I take to learn about business networking?

Thank you for your willingness to help. I look forward to hearing from you in the near future. If you have any questions or comments, please do not hesitate to contact me at dwightK@email.scranton.edu or my landline (590) 749-5283.

