



## Word processing project

### Jackson Real Estate

Jackson Real Estate is a real estate company that sells properties and manages rental properties. It is one of the largest managers of rental properties in Ballarat, Victoria. It has developed and intends to maintain a high regard by the community for professionalism as agents for people selling properties and with people purchasing those properties.

The owner of the business believes that a regular flyer posted to people that have expressed an interest in properties in the area would be beneficial. He has asked you to produce the first one-page flyer along with a letter that will be posted with the flyer. This letter will need to be personally addressed to each recipient.

#### Collecting the data

The data required is provided on the next few pages. Work out from it what fields (table headings) will be required for the list of clients that you will need to create.

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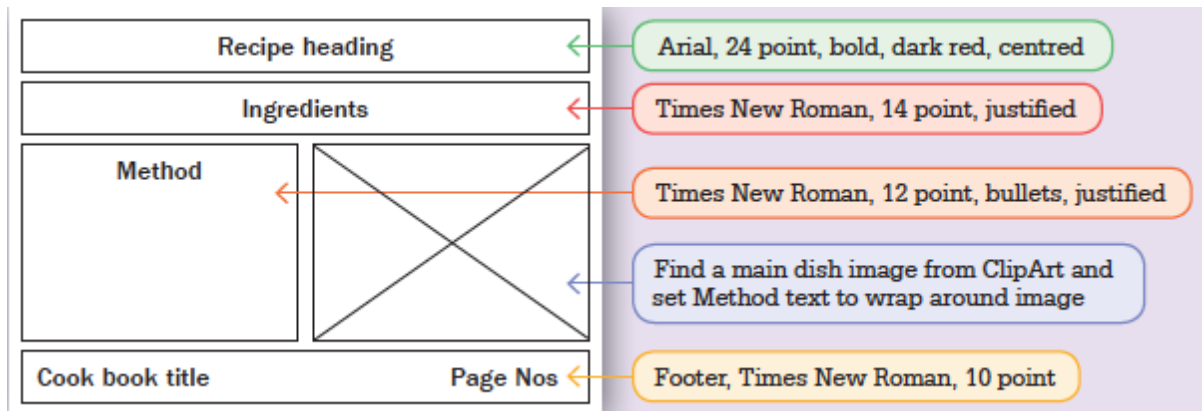
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## Module 3 Word processing

### Defining the solution

Draw a layout diagram for the flyer that is required. Include the headings and subheadings that will be required, and the fonts and sizes that you intend to use. Decide whether you will use a table layout, sections and/or columns. The following diagram can be used as an example of a layout diagram (or thumbnail sketch).





## Module 3 Word processing

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### Implementing

Use your word processing skills to create the flyer and the merged letters. Prepare mailing labels showing the addresses of the customers above that can be stuck onto envelopes that contain the flyer and letter.

Once everything is complete provide your teacher with:

- > one printout of the flyer
- > a printout of the five letters provided to the customers
- > a printout of the letter without merging to show the fields you used
- > a printout of the mailing labels.

### Evaluating, collaborating and managing

- 1 Ask other people to look at your flyer and give you feedback on how effective it is. Describe what was said and the changes you made to your publication because of their comments.

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# Practice IT

for the **Australian Curriculum**

Book 2  
Middle Secondary



## Module 3 Word processing

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- 2 How will your solution make the operation of Jackson Real Estate more efficient?  
Comment on the time, cost and effort to produce the publications.

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- 3 How will your solution make the operation of Jackson Real Estate more effective?  
Comment on the accuracy and quality of the publications.

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## Project data: Jackson Real Estate flyer

The one-page flyer needs to include the following text. It is up to you to design the page and include any images that you feel are appropriate.

### New property releases

#### Sebastopol

This appealing double-storey home comprising sunroom, double glass doors opening to wide entrance hall, spacious lounge and separate dining room, kitchen, 3 bedrooms, bathroom with vanity unit and laundry. Large garage and established garden.

Special Price \$402 500

Agent: Graeme Vickery

#### Wendouree

Just listed and won't last long, this sound home offers 4 very good bedrooms, nice lounge and northerly aspect. Central kitchen plus family room. Excellent parking makes this a most appealing home. Book now for your inspection.

Asking only \$454 000

Agent: Helen Lock

#### Ballarat North

A delightful BV home in a most pleasant street, featuring 3 bedrooms each with BIR and a study. Updated kitchen/meals, very pleasant lounge with northerly outlook. Your inspection of this top-class home is recommended.

Priced to sell at \$438 000

Agent: Robert Grills

### Current property list

Wendouree 3-Bedroom, Weatherboard, Colonial style \$321 850

Sebastopol 4-Bedroom, Brick veneer, 5 years old \$525 950

Ballarat North 2-Bedroom cottage, 5 Hectare Hobby Farm \$455 000



## Module 3 Word processing

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### The letter

Jackson Real Estate  
PO Box 293  
Ballarat VIC 3353

Today's Date

<Title> <First Name> <Last Name>  
<Street>  
<Suburb> <State> <Postcode>

Dear <Title> <Last Name>

As a follow-up to your enquiry about properties in the Ballarat area please find enclosed a newsletter describing properties newly released to the market and the existing properties that we have for sale.

The properties listed are available at the time of sending this letter. If you would like to inspect any of the listed properties please call our office and an agent will arrange a suitable time with you to view the property.

Yours faithfully

George Jackson  
Owner/Manager  
Jackson Real Estate

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### Customer list

Letters will be required to be sent to the following customers:

Mr Andrew Walker, 323 Narelle Court, Ballarat VIC 3353

Mrs Betty O'Hare, 12 Blush Street, Fitzroy VIC 3065

Ms Catherine Jessop, 1/224 Albion Road, Ararat VIC 3377

Mr Paul Richardi, 6 Hamersby Lane, Sebastopol VIC 3356

Ms Anna Galis, 22 Prosser Street, Wendouree VIC 3355