

# Title: HVAC Work Proposal

<b>Objectives</b> The student will recognize and correct spelling errors, capitalization errors, punctuation errors, and word usage in a sample business letter and estimate sheet in order to produce a more professional document. The student will also review some simple business mathematics.		<b>Time frame to Complete</b> 30 - 45 minutes																																																				
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<i>Technology</i>	<i>Study / Life skills</i>	<i>EL-Civics</i>	<table border="1"> <tr> <td colspan="17"><i>Career Pathways</i></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Police</td> <td>Paramedic</td> <td>Fire Rescue</td> <td>Medical Asst.</td> <td>EKG / Cardio</td> <td>Phlebotomy</td> <td>Practical Nursing</td> <td>Healthcare Admin</td> <td>Pharmacy Tech</td> <td>IMT</td> <td>AMT</td> <td>HVAC</td> <td>Welding</td> <td>Other: Vet etch</td> </tr> </table>	<i>Career Pathways</i>																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other: Vet etch
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<b>Standard(s) Addressed in Lesson</b> Write to Convey Ideas, Use Math to Solve Problems and Communicate																																																						
<b>Benchmark(s) Addressed in Lesson</b> W.4.15. Consistently use correct spelling in writing. W.4.16. Punctuate writing correctly using semicolons, colons, hyphens, dashes and brackets. W.4.17. Use correct capitalization. W.4.20. Proofread writing and edit to improve conventions and to correct dangling and misplaced modifiers, fragments and run-ons. M.4.2 Solve, with a high degree of accuracy, multi-digit addition, subtraction, multiplication and division problems in horizontal and vertical notation with regrouping, using whole numbers, fractions, decimals and positive/negative integers.																																																						
<b>Materials</b> <i>HVAC Work Proposal</i> passage and estimate sheet																																																						
<b>Learner Prior Knowledge</b> Basic vocabulary of HVAC terms; basic knowledge of writing conventions; knowledge of audience, purpose, and credibility.																																																						
<p><b>Step 1</b> Distribute <i>HVAC Work Proposal</i> passage and estimate sheet to students. Read the passage aloud. A student volunteer may read the passage or the instructor may read the passage to the class. Discuss with the class why this passage might be written (purpose) and who will be reading this passage (audience). Ask the class to offer reasons for insuring that a document contains professional writing conventions, including spelling (credibility).</p> <p><b>Step 2</b> Each student will then make corrections to the printed passage and estimate sheet. Next, students, using a computer word processing program, will key in the passage, showing the corrections they have made.</p> <p><b>Step 3</b> Each student will also complete the simple mathematics required to finish the cost proposal. If the</p>																																																						

instructor chooses, tax, service charges, or other costs also might be added that would review percentage usage. This step is a quick review of simple business mathematics.

Step Each student will, according to the instructor's directions, either print the corrected passage and estimate sheet or save the corrected documents in a computer file.

**Assessment/Evidence:**

Students will compare their written passage and estimate sheet to the correct versions.

**Adaptations for Beginning Students:**

Beginning students may expect a higher number of errors. Such students may also be given extended time.

**Adaptations for Advanced Students:**

Advanced students will be expected to have few or no errors and may be given a challenging time limit for completing the assignment.

**Teacher Reflection/Lesson Evaluation:**

Students should easily perceive the importance of polished writing for creating clearer communication in a professional document.

This lesson was created by Middletown ABLE.

February 12, 2011

Dear Mr Smith;

Thank you for contacting Carson Brother's Heating and Air for an estimate for the new heating unit in your condominium located on the East side of Hamilton. Enclosed are the estimate for materials and labour you requested. If you accept these quotes, please sign the copies and return the white copy to our secretary Mrs. Hampton by February 20.

We look forward to working with you.

Sincerely;

John Carson

Removal of old furnace	3 hours @ \$35
Cite preparation for new furnace	1 hour @ \$35
Installation of new furnace	5 hours @ \$35
Bolt Heat Furnace Series DF8	\$2500
Warantee extension for parts and labor- 5 years	\$150
Labor Total	_____
Total cost	_____

Please sign all copys and return the white copy to Mrs Hampton  
at our office.

Thank you.

123 Roosevelt Boulevard  
Cincinnati, OH 43210  
February 12, 2011

Dear Mr. Smith:

Thank you for contacting Carson Brother's Heating and Air for an estimate for the new heating unit in your condominium located on the east side of Hamilton. Enclosed is the estimate for materials and labor you requested. If you accept these quotes, please sign the copies and return the white copy to our secretary, Mrs. Hampton, by February 20.

We look forward to working with you.

Sincerely,

John Carson

## Carson Brothers' Work Proposal

Removal of old furnace	3 hours @ \$35
Cite preparation for new furnace	1 hour @ \$35
Installation of new furnace	5 hours @ \$35
Bolt Heat Furnace Series DF8	\$2500
Warranty extension for parts and labor- 5 years	\$150
Labor Total	\$315
Total cost	\$2865

Please sign all copies and return the white copy to Mrs. Hampton at our office.

Thank you.