**Scenario:** You are an intern at a sales office. Your supervisor has asked you for feedback on an email she wants to send. Your assignment is to respond to the email below with comments/proofreading from you about how your supervisor can best revise the email. You have decided to also include a totally re-worked/revised/improved email for your supervisor to consider sending.

Being asked to proofread or to edit documents in the workplace requires you to take into consideration your audience’s needs, your relationship to this person, and how to get improvements made effectively.

**Format:** Items 2 and 3 should be in email format. Include all basic parts (to, from, subject line, body, and signature block).

**You will include 3 documents in your portfolio:**

1. Suggested revisions to Ms. Shi’s email (use the Comment and Track/Changes functions in Word)
2. A totally rewritten/improved version of the email for Ms. Shi’s consideration. You do not have to include all the information in Ms Shi’s original!
3. An email reply to Ms. Shi

**You will be receiving peer feedback on a draft of this assignment. See course calendar for the date of the peer workshop.**

**Grading**

This assignment will be graded with the professionalism / workplace-based rubric.

|  |  |
| --- | --- |
| Letter Grade | Description |
| A | Your supervisor would forward this document without any changes. Management would be impressed and remember your work when a promotion is discussed. |
| B | Your supervisor would forward this document with minor editing. Your work would “get the job done.” Management would be satisfied and have to spend minimal time suggesting any edits. |
| C | Your supervisor would ask you to revise and to edit before allowing people outside of your department to see the document. Management would be dissatisfied and have to spend some time suggesting edits and revisions. |
| D | Your supervisor would be troubled by the poor quality of work. Revision and editing are essential. The document must be rewritten before being sent or distributed within or outside of your department. Management may feel time has been wasted on the part of you or your supervisor. |
| F | Your supervisor would consider the poor quality of work or your sloppiness as a sign that you may need to be replaced. Your document shows a misunderstanding of communication basics and writing conventions. Management would look for someone else to do this job. |

Scroll down for the email prompt

Here is the prompt:

To: You [New Intern]

From: Suzanne Shi [Sales Office Manager & Your Supervisor]

Subject: Revise, ASAP! Yay WEekend.

Can you offer some feedback on this email before we send it out tonight? I put the main idea up front because I learned that in my business writing class – haha I know you're in a business writing class now so I thought you could help with this. Provide Feedback - heck even re-write the thing in order to make it clearer - and send it back to me ASAP.

* Suzanne Your FAVORITE BOSS

SUBJECT LINE: URGENT POLICY OPEN social problems and CEO ASAP

To Whom IT May Concern:

HELLO it’s Friday!

As anyone who showed up to work last week already knows the CEO (Top Boss! Top Sales!) came to visit our carrolltton office last week and then came to our mckinney office which I consider our superstar SALES office! She sent me an email and said that we firsthand and completely totally need to consider how people did online business like she saw Jon shopping for sneaks and not even real ones but on a rep site which totally makes me think you aren’t even aiming for hitting that year end bonus and she saw Juli watching her cat on the cat cam from the cat treat cam all stalkerish but when I told you all this in a series of emails you all thought I was sending too much email and just because I told you it was fine once to “get your business done but don’t leave the office unless your with clients or a quitter” it means that you can do the business you needed to do as long as you stay in the office nonstop. Like I always say, business gotta get done if it gotta get done. That means you meet sales goals. I hope this motivates you because I find it totally motivating personally. “DONT LIMIT YOUR CHALLENGES. CHALLENGE YOUR LIMITS.” (((haha dont challenge the limits on social and shopping.))) What I don’t’ find motivating is how some people think my new policy on social media and online shopping targets YOU or YOU instead of just making one clear policy. So, fine, you write it, and figure it out. I personally am completly understand all of your concerns about the need for flex time and ways about keeping clients and focussed on our sales goals, you know what I mean. Like Mr. Miagi says wax on wax off. Let’s get a new policy written for online time and fun time because all our time is work time. The social stuff like TIKTOK and all the texting and relaxing on your breaks – where’s it going ot end? I'm guilty too! Everyone knows my deep feelings about Friends who golf but limits are limits and this is coming from the CEO – haha and JUli said I can’t just close my office door to play. I get it. There’s a window thats been made clear to me several times. I have a lot of experience with this issue that can be useful to you. Why don't we work together to write a better policy. We could answer a few questions in the road of writing up this new better policy. Some questions could be whether social and shopping helps anymore. Low key gaming maybe okay???? Golf is networking and networking is sales. What happened to clear 10minute breaks? Could phone lock up work instead? I could text you a hourly no shopping or gaming goal reminder. Should we have phone breaks like our old secretary June used to to take her ridiculous smoke breaks before she quit? Should we ban using the Internet on our work computers? Sould email and our screens be private or should everyone be able to see everything? Can you use it for personal stuff like fantasy sports? what if we did a screen share where everyones desktops appeared on one big monitor in the main area that way we could even help tag team on sales meetings. What if we stopped using the internet from 1-4 specially with appt setting. This would be unconvential for a sales agent office specially on weekends since employees need the internet to enter things into the MLS etc post listing, but then they - the SALES Agents - could focus on doing the real work of working in sales. Hitting the streets. Making bucks. Closing. That's what matters. Also, with the new law in TX about texting & driving as we know since we saw Mick gets a ticket in the parking lot haha howd you close that sale anyways, everyone needs to be extra careful about watching TIKTOK or playing AMONG US while driving so we all avoid getting tickets while driving around clients. Very awkward. Youre not all as good as Mick. Suggestions? Youre the young people who like the social so you tell me because this isnt really my problem as golf is networking and networking is sales like I said once and need to repeat. Get my drift. Maybe the office girl can put together all the comments. Since its friday afternoon and many of you left because its 6pm then just get me back all these comments by 10am saturday before I head to the lake on my NEWWWW boat - Let's keep focused on our sales goals.

WOOHOO WEEKEND!

Let me know ASAP about the new policy unless you have nothing useful to add. I wasn't happy with the feedback on the brakroom policy last time I sent an email to get everyone's thoughts and hopes altough the sales goals were met, so. FROM Suzanne

PS: I thought this was appropriate! The sales and millennials conference I went last week said young people like these MEEMS. LETS STRATEGIZE OUR SOCIAL

