

NAME Ammaar Ahmed Khan ID P190016

WORK SHEET 7Cs

Read the following email, and then according to 7cs explain in your own words what you think is wrong with it.

Email: Subject: tomorrow

As you know, tomorrow afternoon we'll be meeting to discuss the status of all our current projects. Donuts will be provided. Be sure to arrive on time and bring along the materials you have been working on this week—bring enough copies for everyone. Some of these materials might include your calendars, reports, and any important e-mails you have sent. Also, I wanted to remind you that your parking permit requests are due later this week; you should turn those in to Ms. Jones, and if she is not at her desk when you stop by, you can e-mail them to her. Your reaction:

Q1

Ans

This passage contains several flaws. It lacks the element of courtesy because the recipient of the message is not being greeted at the start. It addresses the person without taking their name once, insisting on a second person narrative. The sentence structure is abrupt as there are no conjunctions being used and full stops are excessively used. It lacks consideration as the statements made in the message feel like demands. It lacks completeness as there is no conclusion written either.

(Email to instructor)

Create a one-paragraph email message to your professor using the 7C's of clear communication (clear, concise, concrete, correct, coherent, complete, courteous) based on the following scenario:

You have a deadline for a paper due tomorrow. The paper was assigned at the beginning of the course. Though you did not start until week 5, you have been working hard on the paper but need more time to finish it. The instructor stated that he/she would not give extensions without a good reason. Using the 7C's of clear communication, create a one-paragraph request for a one-week continuation on the assignment.

Q2

Subject: ***extension of deadline***,
respected teacher,

I hope this humble epistle of mine finds you hale and hearty. I take this moment to inform you that over the past few weeks my health has been in constant decline (medical documents are attached). Thus, hampering my progress on the project. I request that you give me an extension on the project.

I would be eternally grateful for the act of kindness.

Yours truly
Ammaar Ahmed Khan
P190016

BS(CS)

Rough work Mandatory:

Who I am?

Why am I drafting this email?

Mismanagement of time?

How I'm coping.

Making the request

Q3: Identify and place the underlined parts of speech in the relevant section given

What about communication? We live in the year 2019 and you could say we live in the most tech savvy times. We are blessed with smartphones and quick computers to reach anyone at any time. Most would say we can communicate in many efficient ways like social media and texting. 91% of Americans have a cell phone and aren't afraid to use them but is it really a blessing? Technology has changed the way we speak and act; we are obsessed with our phones, we cannot socialize face-to-face, and have lost our imagination. Technology has changed the way we speak and act because we are obsessed with it. How many times have we seen on the news when apple comes out with their new product lines and tents on the sidewalks? Too many; and it is because we want the new technology and it consumes us. 67% of people say they continuously check their devices even without an alert.

Noun		Pronoun	Conjunction	Interjection	Verb	Adverb	Preposition	Adjective
Noun		Pronoun	Conjunction	Interjection	Verb	Adverb	Preposition	Adjective
Communication		We			could, cannot (auxiliary verb), socialize	Most, Anytime,	In,	Efficient, obsessed