NAME \_Abdullah Tahir Khurshid ID\_P19-0067

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 of 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 material 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:

ANS:

This passage contains few prominent mistakes. It lacks the element of courtesy; every email should start with the element of respect. It addresses the person without taking their name once, insisting on a second person narrative. The sentence structure is abrupt. It lacks consideration as the statements made in the message feel like demands. It lacks completeness as there is no conclusion written either. This email is lengthy and full of unnecessary information, this should concise and clear.

(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.

ANS:

Subject: **Extension of deadline,**

Respected teacher, with due respect it is stated that, 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 obediently,

Abdullah Tahir Khurshid P190067

BS(CS)

Rough work Mandatory:

Why am I writing this?

drafting the email

bad time management?

How I’m handling the stress or my health

How should I make the request