

RRM3 D268 Task 1 TEMPLATE

Instructions: Complete and submit this document as your Task 1 for D268.

Instructions for Section A:	
Choose two of the characters from the task scenario and write an introductory email introducing yourself to those characters. Tip: See Section 1 (Communicating in Diverse Groups): Lesson 5.4 (Email 1/2) and 5.5 (Email 2/2) for an example email format and what email parts to include.	
<p>For each email you must:</p> <ol style="list-style-type: none">1. In your introductory emails, use a different communication style based on the two characters you chose from the scenario. Use two of the four communication styles in Section 1: Lessons 2.4-2.5.2. Include an opening (i.e., Dear, Hello, etc.) and closing (i.e., Sincerely, See you soon, etc.) to each character you chose. <p><i>Note: You have not met these characters. When introducing yourself, you may use real or fictitious details about your personal and professional life.</i></p> <p><i>Note: (Suggested length of 1–3 paragraphs), using a different communication style for each EMAIL.</i></p>	<p>Write email 1 here</p> <p>From: Chase Hanson</p> <p>To: Sarah</p> <p>Cc:</p> <p>Subject: Introduction.</p> <p>Hello Sarah,</p> <p>I would like to introduce myself prior to the upcoming training program project. I will be working with you as one of your team members on the project. I have been with the firm as a project manager since 2019 at our branch in Seattle, WA. Throughout my career I have valued time and efficiency. From what I have heard you operate in a similar manner. Therefore, I look forward to working with you on the project.</p>

Thank you for your time.

Very Respectfully,

Chase Hanson

Project Manager

TeKKSolutions

Phone number: (999) 999-9999

email: chase.hanson@tekksolutions.com

Write email 2 here

From: Chase Hanson

To: Talia

Cc:

Subject: Warm Introduction.

Hello Talia,

I would like to send a warm introduction to you prior to our upcoming project! I have been with the firm as a project manager since 2019 at our branch in Seattle, WA. I have heard great things about you and I can't wait to collaborate and get to know you more. I believe we can accomplish great things together on this project and I am excited to hear back from you!

	<p>Thank you for your time.</p> <p>Very Respectfully,</p> <p>Chase Hanson Project Manager TeKKSolutions Phone number: (999) 999-9999 email: chase.hanson@tekksolutions.com</p>
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Instructions for Section B:

Based on the characters you chose to introduce yourself to in prompt A, complete the following:

Tip: See Section 1 (Communicating in Diverse Groups): [Lessons 2.4 \(Communication Styles\)](#) and [2.5 \(Adapting to Different Communication Styles\)](#) & [Lessons 3.2 \(Knowing your Audience 2/2\)](#), [3.3-3.5 \(An Audience Analysis Tool\)](#) for instruction on addressing communication styles.

<p>1. First, identify the communication style you chose for each character. Second, explain why you chose each communication style for each character.</p>	<p>The first email I sent was to Sarah. In this email I chose the functional style. I chose this style based on the information known about Sarah. Sarah likes clear and concise communication. She also values time and efficiency. The functional style is for people that value clear steps and plan and execute well. For these reasons I believe the functional style fits Sarah best.</p> <p>The second email I sent was to Talia. I chose the personal communication style. I chose this style based on the information known about Talia. Talia's team valued kindness and expressions of appreciation. The culture is also</p>
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	<p>very warm and friendly. The personal communication style values others emotions and feelings as well as connecting with others. For these reasons I believe the personal communication style fits Talia best.</p>
<p>2. Describe how <i>each</i> email from prompt A is different from the other. Give examples of specific words, phrases, and/or sentences you wrote in each email.</p>	<p>My emails are different from each other in a couple ways. In my email to Sarah I tried to be clear and to the point. The subject line was simple. I tried to keep the email shorter, only communicating the most important things. For my email to Talia I focused on trying to build a connection with her. I used friendly language contingent with the personal communication style.</p> <p>For example in my email to Talia I used language like ,”can’t wait to collaborate and get to know you more,” and ,”I am excited to hear back from you!”. While in my email to Sarah I kept it shorter forgoing the friendly communication.</p>
<p style="text-align: center;">Instructions for Section C:</p> <p>If sources are used, acknowledge sources—using in-text citations and references—for content that is quoted, paraphrased, or summarized.</p> <p><i>Note:</i> Sources are not required for this assignment unless you are using research to support your claims. If you use research, you must cite in-text and create a reference list. You are encouraged to use the Simple Guide for Citing Sources. You do not have to cite the course materials. Instead, you may introduce the information using a phrase like these: “Course material states” or “Course information explains.” Do not directly quote course materials; paraphrase instead.</p>	
<p>WRITE REFERENCES HERE, IF APPLICABLE.</p>	

Don't forget to proofread your work with [Grammarly](#). Professional communication is graded.