

Danait Gebremedhin

BTM 119

April 27, 2023

Business Writing

Scenario 1	
To:	<a href="mailto:sarah@xyz.com">sarah@xyz.com</a>
CC:	<a href="mailto:ryan@xyz.com">ryan@xyz.com</a>
BCC:	
Subject Line:	Day off due to Family emergency

Dear Sarah,

I am contacting you regarding my request for a day off due to a family emergency. I consequently was unable to make it to work today. I would like to reassure you that I finished the business report that was due today. However, since it is on my desk at work, I am unable to deliver it to you from home. I have therefore asked Ryan, a coworker of mine who has access to the report, to deliver it to you on my behalf.

Please let me know if there is anything you need. Contact me through email or phone number (206-514-7372)

Sincerely,

Danait Gebremedhin  
Year Up Student, Class 25  
Applications Development (AD)

Year Up of Puget Sound  
[dgebremedhin@sea.yearup.org](mailto:dgebremedhin@sea.yearup.org)

[www.yearup.org](http://www.yearup.org)  
[www.youtube.com/yearupinc](http://www.youtube.com/yearupinc)  
Year Up enables young adults to move from minimum wage to meaningful careers in just one year.

<b>Scenario 2</b>	
<b>To:</b>	<a href="mailto:kimmy@xyz.com">kimmy@xyz.com</a>
<b>CC:</b>	
<b>BCC:</b>	
<b>Subject Line:</b>	Business writing skills

**Dear Kimmy,**

**I am reaching out to you regarding the email you sent. I would like to give you a couple of pieces of feedback that would help in improving your business writing skills.**

- ✓ Using of variety of colors on your body
- ✓ Unnecessary font size variation
- ✓ Not properly addressing team member
- ✓ Not having a professional email signature

**These are some of the errors I saw in your email, I would love to have a coffee chat and work on them together.**

**Please let me know if there is anything you need. Contact me through email or phone number (206-514-7372)**

**Sincerely,**

**Danait Gebremedhin**  
**Year Up Student, Class 25**  
**Applications Development (AD)**

**Year Up of Puget Sound**  
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**Year Up enables young adults to move from minimum wage to meaningful careers in just one year.**

<b>Scenario 3</b>	
<b>To:</b>	<a href="mailto:onkpadobi@yearup.org">onkpadobi@yearup.org</a>
<b>CC:</b>	
<b>BCC:</b>	
<b>Subject Line:</b>	Weekly Status

Dear Obi,

I am Danait Gebremedhin. This week was good, I did my first 30-second elevator pitch in front of everyone which was an amazing experience. And the Friday forum speakers were motivating.

This week's plus:

- The first speech was one step up.
- Good teamwork for two assignments.

This week's delta:

- Had a bad network on Wednesday.

Next steps:

- Start good connections with my classmates.
- Get to class 15 min early.

Sincerely,

Danait Gebremedhin  
Year Up Student, Class 25  
Applications Development (AD)

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