Danait Gebremedhin

BTM 119

April 27, 2023

Business Writing

|  |  |
| --- | --- |
| Scenario 1 | |
| To: | sarah@xyz.com |
| CC: | ryan@xyz.com |
| BCC: |  |
| Subject Line: | Day off due to Family emergency |
| Dear Sarah,  I'm getting in touch with you regarding my request for a day off due to a family emergency. I consequently was unable to make it to work today. I'd like to reassure you that I finished the business report that was due today. However, since it's 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    www.yearup.org  [www.youtube.com/yearupinc](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.youtube.com%2Fyearupinc&data=02%7C01%7C%7Cc5ea7800f10847fc855508d850fca430%7C02d8ff38d7114e31a9156cb5cff788df%7C0%7C0%7C637348393309090536&sdata=bgpfC4%2BjwPKU%2BvhSYxIOrqeIBzcDcbiaerdIU4wVrEA%3D&reserved=0)  ****Year Up enables young adults to move from minimum wage to meaningful careers in just one year.**** | |

|  |  |
| --- | --- |
| Scenario 2 | |
| To: | kimmy@xyz.com |
| CC: |  |
| BCC: |  |
| Subject Line: | Business writing skills |
| Dear Kimmy,  I’m 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****  dgebremedhin@sea.yearup.org    www.yearup.org  [www.youtube.com/yearupinc](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.youtube.com%2Fyearupinc&data=02%7C01%7C%7Cc5ea7800f10847fc855508d850fca430%7C02d8ff38d7114e31a9156cb5cff788df%7C0%7C0%7C637348393309090536&sdata=bgpfC4%2BjwPKU%2BvhSYxIOrqeIBzcDcbiaerdIU4wVrEA%3D&reserved=0)  ****Year Up enables young adults to move from minimum wage to meaningful careers in just one year.**** | |

|  |  |
| --- | --- |
| Scenario 3 | |
| To: | onkpadobi@yearup.org |
| CC: |  |
| BCC: |  |
| Subject Line: | Weekly Status |
| Dear Obi,  I'm Danait Gebremedhin. This week was good, I have done 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)    Year Up of Puget Sound  dgebremedhin@sea.yearup.org    www.yearup.org  [www.youtube.com/yearupinc](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.youtube.com%2Fyearupinc&data=02%7C01%7C%7Cc5ea7800f10847fc855508d850fca430%7C02d8ff38d7114e31a9156cb5cff788df%7C0%7C0%7C637348393309090536&sdata=bgpfC4%2BjwPKU%2BvhSYxIOrqeIBzcDcbiaerdIU4wVrEA%3D&reserved=0)  Year Up enables young adults to move from minimum wage to meaningful careers in just one year. | |