



## B4 - Professional Writings

B-FRE-400

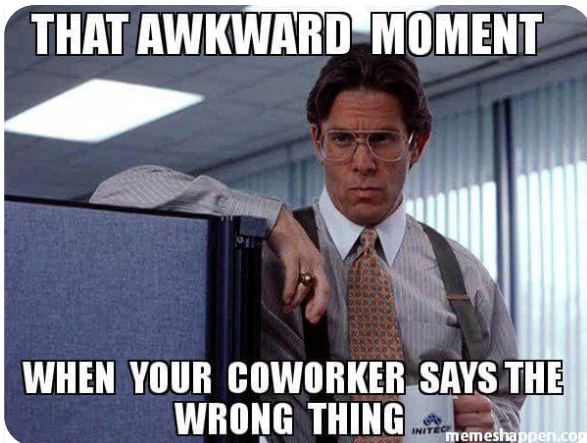
### Pull back into line

What do you think you' doin'?



# Pull back into line

binary name: B4-backinline.pdf  
delivery method: GitHub



You are the manager of an IT project in a company, and a member of your team who behaved badly with another person on the team. You spoke to him in person, but he reiterated. # Br

Write a complete professional email to pull him back into line.



The situation presented is intentionally incomplete: it is up to you to add the essential details in the email that you will compose.

## Warning !

A reframing email is a difficult exercise that cannot be improvised. Learn about the principles of writing this type of message.

In particular: you must think about the attitude to adopt according to your position and in the given situation.

For the purpose of precision, you will complete the chosen situation with the necessary information.

Master the tone of your writing: what is the difference between a firm tone, an aggressive tone, an unacceptable tone?

Write short, simple, and fluid sentences.

Air your writing and give it a clear and neat presentation.



Perform quality checks on your text before sending it: the proofreading phase is essential.