

Report Writing

Section 6

Agenda

- Practice on email etiquette.

Good or Bad?

*Dear Mr. Parisotto,
Sheridan is very pleased to start work with you. Our first meeting
will take place Thursday, March 8th at the HMC Campus in
Mississauga in room A211 at 8am.*



Regards, Tom Smith

*Hi, Mr. Parisotto.
We are the number one business school in Canada at the moment.
We are looking for professors to teach for the winter semester.
Please send us your resume, and our highly qualified staff will
contact you sometime soon.*



Good or Bad?

Subject: Some points to discuss

Hey people, We were thinking of changing a few things around the office. These things have bothered most of us and the management thinks it is time we take notice of these aspects. I know that we are all real busy but we should speak about these points in our next meeting. Also, many have not yet submitted the reports and the deadline is coming up in the next couple of days. So, make sure we all concentrate. Thanks, Benny Markos.



Good or Bad?

Subject: Discussion related to management policy and reminder for deadline due.

Dear Staff,

It has come to the notice of the management, there are certain policies that are not expectable by most of the employees. These policies are bothering most of the employees and this is affecting their general performance. Although, most of us have a busy schedule, we shall bring up the policy plans during our next weekly meeting.

It has also been found, the project is nearing its deadline and many have not yet completed their tasks at hand. Your problems and queries will be addressed in the next meeting as stated above. Thus, it will be better if we start concentrating on our project and give no opportunity to the client to complain. The management has full trust on its employees and we hope you will not disappoint us.

Thanks,

Benny Markos
HR Manager
Jackson Consultants

Report Writing, Assignment 1 • Dr. Dina, Assignment 1 for Re
Assignment #1 • sorry for late .. i was so tired .this is the mem



Memo About Paper Recycling (Assignment) • Dear Dr. Dina,
Report Writing Assignment • To: Dr. Faculty Vice. From: Mohi

Memo Assignment • Dear Dr Dina It is my pleasure to send m
Assignment about memo for paper recycling • Dear Dr. Dina:

Memo assignment • Dear Dr.Dina This is the assignment that
RW Assignment #1 • Dear Dr Dina, My name is Ola Mohsen I

Report Writing Assignment 1 • Dear Dr.Dina To: Dr.Khaled El
assignment "memo" • To: The vice dean of the environmental

assignment no 1 report writing"memo" • Hello Dr Dina; i'm s



Report writing section assignment • To: Doctor Dina From: E

Assignment 1_Report writing • Dear Dr.Dina Here is assignme

Paper Recycling Memo • To : Dina Sherif From :Mahmoud hel



(No subject) • (No message text)

about assignment1 report(memo) (2) • my name :ahmed moh

Sec 2 Memo Assignment • Dear Dr.Dina , To : Dr.X , Vice Dean

Assignment (1) - report writing • Dear Dr. Dina The Assignme

 **First assynment in writting report** • Dear : Doctor this is my fir

 **Assignment about memo (2)** • Hello, doctot Sorry for forgettin

Paper recycling Assignment, Habiba mostafa samy section 6.

Assignment 1 , Recycling papers • Dear doctor, This is the last

Assignment (1) report writing about "memo" Using E-mail . •

Recyclling_paper_assignment • dear D.dina, This body is very ii

 **Assignment about memo** • Hello, doctor Thanks for make it en

idea recyclling paper • This body is very interested in my attent

Assignment • To: Dr.X (the faculty vice dean for the environmen

Assignment (1) / subject.Report writing • Dear Dr.Dina I send

Assignment#1 | Paper Recycle Idea • TO : Prof.Dr.X From : lbra

A Memo discussing The Paper recycling idea.. • Dear Dr. Dina

Salutation for Single Recipient

Salutation	Comments
To Whom It May Concern	You do not know the name or the position of the person.
Dear Sir or Madam	Similar to the above.
Dear Mr. Smith	Formal, a person you do not know well
Dear James	Colleagues and co-workers.
James, James-	Fine in many contexts, but could be considered abrupt.
Hello James,	Acceptable if you know the person well.
Hi James,	Casual. Unacceptable in a business setting.







Salutation for Multiple Recipients

Salutation	Comments
- Good Morning - Good Afternoon	Can be used for multiple recipients.
-Dear Sirs -Dear Gentlemen	Acceptable if all the recipients are males.
Dear Colleagues	Respectful and friendly. But don't include for people who are your seniors.
Dear Tim and Jane	No more than two recipients.
[None]	Only if generally accepted in a work environment
-Hello - Hi	Both unprofessional but "Hi" is more so.

Closing

Closing	Comments
Sincerely,	Polite and professional but may come across as excessively formal. Don't use with people you already know.
Regards,	Safe and acceptable in all situations.
Thank you,	When you need to show appreciation.
Thanks,	Similar to above but more casual.
[None]	For people you have a good relation with, closing with only your name is acceptable.

True or False

1. The less you include in your email the better. 
2. You can use colored/patterned background in emails. 
3. Multiple instances of !!! or ??? are perceived as rude or condescending. 
4. We can send an attachment without body text if the sender has a prior notice about it. 
5. You can use Read Receipts with all emails you send. 
6. You have to reply to all emails even if the sender did not ask for your response. 

Signature should include:

- Your name.
- Your business title.
- Your department.
- Link to your company's website (preferable).
- Phone number (?)

Difference between (To) and (CC) fields:

- To field: put in this field people who are required to respond or you need actions from.
- CC field: you do not require a response, you just want them to know (FYI).

When to use Blind Carbon Copy (BCC)?

1. Used when you want other people to receive the message, but you don't want the other recipients to know they got it.
2. When recipients do not know each other (emails are private).
3. When sending an e-mail to hundreds of people.