NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK SHEET 7Cs

Read the following email, and then according to 7cs explain in your own words what you think is wrong with it.

Email: Subject: tomorrow

As you know, tomorrow afternoon we’ll be meeting to discuss the status of all of our current projects. Donuts will be provided. Be sure to arrive on time and bring along the materials you have been working on this week—bring enough copies for everyone. Some of these material might include your calendars, reports, and any important e-mails you have sent. Also, I wanted to remind you that your parking permit requests are due later this week; you should turn those in to Ms. Jones, and if she is not at her desk when you stop by, you can e-mail them to her.

Your reaction:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email to instructor)

Create a one-paragraph email message to your professor using the 7C’s of clear communication (clear, concise, concrete, correct, coherent, complete, courteous) based on the following scenario:

You have a deadline for a paper due tomorrow. The paper was assigned at the beginning of the course. Though you did not start until week 5, you have been working hard on the paper but need more time to finish it. The instructor stated that he/she would not give extensions without a good reason. Using the 7C’s of clear communication, create a one-paragraph request for a one-week continuation on the assignment.

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Rough work Mandatory:

Q3: Identify and place the underlined parts of speech in the relevant section given below

What about communication? We live in the year 2019 and you could say we live in the most tech savvy times. We are blessed with smartphones and quick computers to reach anyone at any time. Most would say we can communicate in many efficient ways like social media and texting. 91% of Americans have a cell phone and aren’t afraid to us them but is it really a blessing? Technology has changed the way we speak and act; we are obsessed with our phones, we cannot socialize face-to-face, and have lost our imagination. Technology has changed the way we speak and act because we are obsessed with it. How many times have we seen on the news when apple comes out with their new product lines and tents on the sidewalks? Too many; and it is because we want the new technology and it consumes us. 67% of people say they continuously check their devices even without an alert.

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| Noun | Pronoun | Conjunction | Interjection | Verb | Adverb | Preposition | Adjective |
|  |  |  |  |  |  |  |  |