

COMM 1116 Email exercise

(0% marks, 100% fun!)

You are a software developer at Coyote Software Inc. Last Thursday (Oct. 08) the CEO, Chuck Bundy, held a meeting for everyone in management. At this meeting, it was mentioned that there were two new professional seminars coming up in Vancouver specifically for software developers. After a vote, it was decided that all Coyote developers would be able to make use of some professional development money so that they could attend one or both seminars, with all costs paid for by Coyote.

Today the CEO asks you to write an email to all the other software developers, giving them all the necessary details for attending a seminar and getting reimbursed for it afterward. Your conversation with Chuck was as follows:

Chuck: When you send the email, tell them that you've got a bunch of information packages about each of the two seminars. You can give them to people interested in going to either seminar. Make sure to tell them to take the package with them to the seminar as well, because there's some material in the info package that they'll use there.

You: When are the seminars offered?

Chuck: The first one is Saturday, Oct 24, from 11:30 am to 5:50 pm, lunch not included. That's Jonathan Ive's seminar, "Interfaces and Industrial Design." The second one is Saturday, Oct 31, from 9:30 am to 3:30 pm, buffet lunch included. That's Jeff Johnston's seminar, "The Ghost in the Machine: Designing with the Mind in Mind."

You: Great. What else do they need to know?

Chuck: Well, we'll fully reimburse the cost of both seminars, but they have to pay for one or both up front and then give you the receipts asap. The first seminar costs \$395, the second costs \$345. Oh yah, they better register right away. They should register at least two weeks in advance to make sure they get a seat; seating is limited, and these seminars are going to be in demand. They can register online at www.techseminars.ca and obviously they'll need a credit card or Paypal.

You: OK, where are these seminars?

Chuck: They're both right downtown. The first one is at 1334-5536 Robson Square, on Robson. The second one is in Banquet Room "C" at the Four Seasons Hotel on the corner of Howe & Georgia.

You: Should I mention how all this was decided at the meeting?

Chuck: Sure, bring them up to speed. They should know that we're doing this for their professional benefit, so that we have people who are up on the latest industry theory and practices, yaddah, yaddah, yaddah.

You: OK, anything else?

Chuck: Not unless you can think of anything. Just write it up and present it in a nice format, that kind of thing.

You: Great. I'm on it like a cheap suit.

Chuck: What does that mean?

You: I have no idea.

Write the email; feel free to add information, provided that it doesn't contradict the information given above.

Plan Sheet

Purpose Statement

I want my reader, who is Coyote software developers

to

To inform software developers about seminars they may be interested in

1. Main Idea Statement

please register for interested seminars that will be reimbursed.

2. Context

The CEO held a meeting and came to the decision that we would like everyone to be put on the latest industry theories and practices for your own professional benefit.

3. Details

When

The first one is Saturday, Oct 24, from 11:30 am to 5:50 pm, lunch not included. That's Jonathan Ive's seminar, "Interfaces and Industrial Design.

The second one is Saturday, Oct 31, from 9:30 am to 3:30 pm, buffet lunch included. That's Jeff Johnston's seminar, "The Ghost in the Machine: Designing with the Mind in Mind.

Where

The first one is at 1334-5536 Robson Square, on Robson.

The second one is in Banquet Room "C" at the Four Seasons Hotel on the corner of Howe & Georgia.

Cost

The upfront cost of the seminars is as follows, The first seminar will be \$395 and the second seminar will be \$345. Make sure you bring along the receipt to be fully reimbursed.

4. Next Step:

Please register 2 weeks before the seminar begins online at techseminars.ca with a credit card/Paypal, as seating is limited. Bring information brochures that will be handed out for each seminar if you are attending.

To: this-is-an-email@bcit.ca

From: jaydenh-tommyp-evanv@bcit.ca

Date: 02 / 01 / 24

Subject: Invitation to attend professional software developer seminars

Hello all,

We would like to invite everyone to attend professional software developer seminars on the latest industry theories and practices for your own professional benefit.

We've decided that all Coyote developers would be able to make use of professional development money so they could attend one or both seminars.

Interfaces and Industrial Design - Jonathan Ive.

- **When:** Saturday, Oct 24, 11:30am to 5:50pm.
- **Where:** 1334-5536 Robson Square.
- **Cost:** \$395. (Reimbursable with receipt)
- *Lunch not included.*

The Ghost in the Machine: Designing with the Mind in Mind - Jeff Johnston

- **When:** Saturday, Oct 31, 9:30 am to 3:30 pm.
- **Where:** The Banquet Room "C" at the Four Seasons Hotel on the corner of Howe & Georgia.
- **Cost:** \$345 (Reimbursable with receipt)
- *Lunch included.*

Please register for one or both 2 weeks before the seminar, as seating is limited. Register and pay the upfront cost at techseminars.ca with a credit card/Paypal. To be reimbursed for this cost, return the receipt to me ASAP. In addition, please bring your information package to the seminar.

Don't hesitate to ask if you have any questions or concerns.

Kind regards

Jayden, Tommy, Evan
Software Developers