**Assignment 1**

**Choose only ONE business e-mail scenario to write about:**

1. Invite your team members in the Technical Writing class to attend a brainstorming session to discuss the problems and challenges associated with the business proposal project you are preparing for the end of the semester. Provide all details required for your team members to know where and when the session will be conducted. Make sure you refer to an attachment of an agenda for the brainstorming session.

2. Invite your team members in the Technical Writing class to attend a workshop on writing business proposals that you plan to conduct. Provide all details required for your team members to know why, where, and when the workshop will be conducted. Make sure you refer to an attachment of a handout you prepared to use during the workshop.

**Your task is to write an effective business email message following the guidelines discussed in the lectures. In the email, you should refer to attached file(s) that support your email message. [You are NOT required to prepare or submit the attached files(s); just refer to the file(s).**