



Email Writing Brief

Introduction

The email writing project is designed to provide all students with the opportunity to practice professional written communication skills in order to best prepare for the workplace.

Students are required to submit a series of emails that allow one to practice composing different emails for different audiences and contexts.

Objectives

Being able to compile and send professional written communication in the workplace, where requests and or ideas are communicated clearly and succinctly, is an important core skill that is necessary for succeeding in any team or work environment.

This email writing project will provide a platform for you to build these skills by having to compose a series of professional emails that will be evaluated based on a specific set of professional writing criteria.



Submission

You need to submit all 3 emails to complete the project. Create a folder on your Git repo. Name the folder: Email/ For each email that you need to compose, open your gmail, compose the email and then take a **screen grab of the completed email** and submit that image into the folder on your Git repo OR once you've composed your email, send it to yourself, click on print email option (printer icon) and then **save as a PDF in the destination bar**. Upload the PDF to folder in your Git repo.

Turn-In Directory: email/

Files to turn in: email_task_1 , email_task_2, email_task_3

Email Task #1: The scenario:

You have an unexpected family emergency that has come up and you need to take a few days off work. The challenge you face is that you have a looming project deadline for a client within the next few days and you are almost done with the work but there are a few pieces still outstanding.

What you need to do:

Compose an email to your line manager/ team leader and include the following important details in the body of the email:

- Explain that an unexpected situation has come up
- Request the time off
- Explain what plan you are going to make to ensure you complete the work in time for the client's deadline
- Ask your manager for feedback on next steps

You can be as creative as you like regarding the details in the email.



Email Task #2: The scenario:

You are working in a team (which includes some senior developers) on a client project and you need to send the team an update on how far you are with your deliverables. The project is to build a new mobile app for a bank and the team is made of a mixture of people working on the front end and back end. Your team needs information on what you've completed so far and which pieces of the project you still need to complete. There is also one element of the project that you're struggling with and you want to ask someone in the team for help.

What you need to do:

Compose an email to your colleagues and include the following important details in the body of the email:

- Provide a clear update on the tasks you've completed and what you still need to complete
- Add a link in the email that your colleagues can click on to view your repo on the project
- Explain which part of the project you're struggling with and ask for help
- Ask the team to give you feedback once they have had a look at your work
- Confirm the way forward for the next team meet up

You can be as creative as you like regarding the details in the email.



Email Task #3: The scenario:

You would like to set up a meeting with your line manager to discuss a few questions you have about how to manage your stress at work so you don't drop the ball on your performance.

What you need to do:

Compose an email to your line manager/ team leader and include the following in the body of the email:

- Make a request to set up a meeting
- Explain your reasons for wanting to meet
- Propose some dates and times that you think might work
- Ask your manager to let you know if any of the above dates/ times work

You can be as creative as you like regarding the details in the email.



Evaluation Criteria:

Each email will be graded and given feedback on the following areas:

Structure

- Have you loaded the image of your email correctly on the intra?
- Have you typed in an accurate email address? (No typos)
- Are you sending to the relevant people?
- Does the email have a subject line?
- Have you used an appropriate greeting?
- Have you added a pleasantry? (if relevant)
- Is the purpose of your email stated simply and clearly?
- Is the body of the email clear and laid out in an easy to read format?
- Have you been clear on the next steps/ sign off?
- Have you closed with a professional signature?



Content

- Have you used a polite tone and appropriate choice of words?
- Is the subject line clear, relevant and to the point?
- Have you said something about another colleague in the email that you wouldn't say to his/her face?
- Is all your spelling correct? Throughout the email, including the subject line. Spell Check?
- Is your punctuation used in the right places? Capital letters, full stops, commas etc.
- Is your grammar correct? Does the sentence structure make sense?
- Is your email laid out neatly with consistent font and font size?
- Does the content cover all the relevant details as laid out in the task scenarios?

