**NAME: Usman Manzoor ID: 19P-0068**

**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 materials 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:**

**Issues I noticed:**

1) Subjects need to be more than just “tomorrow” it should be small yet should give an overview of the mail, I have corrected it in the email wrote below

2)there are two different topics in this email discussion of the projects and the parking permits so they should be written separately and should not be mixed.

**Email: Subject: Tomorrow’s meeting**

We are arranging a meeting tomorrow to discuss the status of our current projects. You had to arrive on

time and also bring along the materials you have been working on this week. Bring enough copies for everyone.in material there are calendars, reports, and any important e-mails you have sent. Donuts will be in refreshment after meeting. And there is a reminder for you that, your parking permit requests are due later this week; you should turn those from Ms. Jones, and if she was not at her desk, you can also E-Mail her later.

**(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.

To Academics Office

Subject: **For continuation in assignment**

Sir! I am a student of batch 19. technical and business writing was offered me in very beginning, classes were start from the first week .at these days my leg was broken Accidently by falling from bike, A severely broken leg may require surgery to implant devices into the broken bone to maintain proper alignment during healing. I take 4 to 5 weeks for recovery. Now I am better but I was unable to study the in the first five weeks. I was given an assignment and its due is tomorrow. Sir please give me some relaxation in assignments. I shall be very grateful to you

Regards Usman Manzoor

22-02-2021

Director: Mr. Tariq Mehmood.

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** | |
| Communication | we |  | obsessed | Could | Most anytime | In, most | Efficient |