**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 two new professional seminars, specifically for software developers, were coming up in Vancouver. After a vote, it was decided that all Coyote developers could use professional development money to attend one or both seminars, with all costs paid for by Coyote.

Today, the CEO asks you to email all the other software developers, giving them all the necessary details for attending a seminar and getting reimbursed afterwards. 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 workshop. Make sure to tell them to take the package to the symposium because there’s some material in the info package 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, with a 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 must pay for one or both upfront and then give you the receipts ASAP. The first seminar costs $395, the second costs $345. Oh yeah, they better register right away. They should register at least two weeks in advance to ensure they get a seat; seating is limited, and these seminars will be in demand. They can register online at www.techseminars.ca; 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 to have people 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 it doesn’t contradict the information given above.*

**Plan Sheet**

**Purpose Statement**

I want my reader, who is a Software developer at Coyote Inc.

To have information regarding the upcoming seminars

**1. Main Idea Statement:**

Information regarding forthcoming software development seminars.

**2. Context**

Two new professional seminars, specifically for software developers, were coming up in Vancouver. After a vote, it was decided that all Coyote developers could use professional development money to attend one or both seminars, with all costs paid for by Coyote.

**3. Details**

**First**

Jonathan Ive’s "Interfaces and Industrial Design.”

Saturday, Oct 24, from 11:30 am to 5:50 pm, lunch not included

1334-5536 Robson Square, on Robson; $395 pay upfront with reimburse

**Second**

Jeff Johnston's “The Ghost in the Machine: Designing with the Mind in Mind.”

Saturday, Oct 31, from 9:30 am to 3:30 pm, buffet lunch included.

Banquet Room “C” at the Four Seasons Hotel on the corner of Howe &Georgia; $345 pay upfront with reimburse

register up front and then give you the receipts later

register right away, at least two weeks in advance; seating is limited

register online at www.techseminars.ca: a credit card or Paypal is needed

This is for their benefit so they can meet the latest industry standards.

**4. Next Step:**

To: software developers

From: Sherry Jameel, Daniel Wang, Jiarui Xing

Date: 2th February,2024

Subject: Information about upcoming software seminars.

The company has decided during a meeting that developers should attend two upcoming software seminars, and that costs would be reimbursed.

The seminars are:

**“Interfaces and Industrial Design"** by Jonathan Ive

* Saturday, October 24th
* 11:30 am - 5:50 pm
* 1334-5536 Robson Square, on Robson
* The seminar costs $395.
* Lunch not Included :(

**"The Ghost in the Machine: Designing with the Mind in Mind"** by Jeff Johnston

* Saturday, October 31st
* 9:30 am - 3:30 pm
* Banquet Room “C” at the Four Seasons Hotel; at the corner of Howe & Georgia
* The seminar costs $345
* A buffet lunch is included :)

You can register online for one or both at [*www.techseminars.ca*](http://www.techseminars.ca) using a credit card or PayPal. You must pay upfront and send the receipts to me as soon as possible to be reimbursed. Seating is limited, so you should register at least two weeks in advance.

There are information packages for each seminar that you should get from me if you are interested in attending. You should bring these to the seminars as well as there is some material included that you’ll use there.

These seminars are provided because we want you to develop professionally and learn the latest industry theory and practices. That is why management has voted to reimburse you for the cost. Make sure not to let this opportunity slip through your fingers!

Best Regards,

Daniel Wang

Sherry Jameel

Jiarui Xing