

To: You [New Intern]
From: Suzanne Shi [Sales Office Manager & Your Supervisor]
Subject: Revise, ASAP! Yay WEekend.

Can you offer some feedback on this email before we send it out tonight? I put the main idea up front because I learned that in my business writing class – haha I know you're in a business writing class now so I thought you could help with this. Provide Feedback - heck even re-write the thing in order to make it clearer - and send it back to me ASAP.

- Suzanne Your FAVORITE BOSS

SUBJECT LINE: URGENT POLICY OPEN social problems and CEO ASAP

To Whom IT May Concern:

HELLO it's Friday!

As anyone who showed up to work last week already knows the CEO (Top Boss! Top Sales!) came to visit our carrolltton office last week and then came to our mckinney office which I consider our superstar SALES office! She sent me an email and said that we firsthand and completely totally need to consider how people did online business like she saw Jon shopping for sneaks and not even real ones but on a rep site which totally makes me think you aren't even aiming for hitting that year end bonus and she saw Juli watching her cat on the cat cam from the cat treat cam all stalkerish but when I told you all this in a series of emails you all thought I was sending too much email and just because I told you it was fine once to "get your business done but don't leave the office unless your with clients or a quitter" it means that you can do the business you needed to do as long as you stay in the office nonstop. Like I always say, business gotta get done if it gotta get done. That means you meet sales goals. I hope this motivates you because I find it totally motivating personally. "DONT LIMIT YOUR CHALLENGES. CHALLENGE YOUR LIMITS." (((haha dont challenge the limits on social and shopping.))) What I don't find motivating is how some people think my new policy on social media and online shopping targets YOU or YOU instead of just making one clear policy. So, fine, you write it, and figure it out. I personally am completly understand all of your concerns about the need for flex time and ways about keeping clients and focussed on our sales goals, you know what I mean. Like Mr. Miagi says wax on wax off. Let's get a new policy written for online time and fun time because all our time is work time. The social stuff like TIKTOK and all the texting and relaxing on your breaks – where's it going ot end? I'm guilty too! Everyone knows my deep feelings about Friends who golf but limits are limits and this is coming from the CEO – haha and JULi said I can't just close my office door to play. I get it. There's a window thats been made clear to me several times. I have a lot of experience with this issue that can be useful to you. Why don't we work together to write a better policy. We could answer a few questions in the road of writing up this new better policy. Some questions could be whether social and shopping helps anymore. Low key gaming maybe okay???? Golf is networking and networking is sales. What happened to clear 10minute breaks? Could phone lock up work instead? I could text you a hourly no shopping or gaming goal reminder. Should we have phone breaks

Commented [AS1]: The subject line is unclear and unprofessional. Consider changing it to something like, "Request for Input on Social Media and Internet Usage Policy."

Commented [AS2]: Since this is an internal email, it would be more appropriate to address it directly to the team. Try using "Dear Team" or "Hello Everyone."

Commented [AS3]: This greeting is overly casual for a work-related email discussing a policy. Consider removing or using "I hope you're all doing well."

Commented [AS4]: The phrases "Top Boss!" and "Top Sales!" are too informal for this context. Just refer to her as "the CEO" to maintain a professional tone.

Commented [AS5]: This personal anecdote is irrelevant and could come across as unprofessional. Consider removing this entire sentence.

Commented [AS6]: This phrasing feels accusatory. Try reframing it to something like "I understand there were concerns about the volume of emails."

Commented [AS7]: This is too casual for a policy email. Consider using formal language like "It's important that we focus on getting our business done."

Commented [AS8]: While motivational quotes can be useful, this one feels out of place and the joke is distracting. It's better to keep the tone focused on the policy.

Commented [AS9]: This comes across as confrontational. A more constructive approach would be: "I'd appreciate your input to help us draft a clear and effective policy."

Commented [AS10]: The phrase "fun time" doesn't fit in a professional context. Consider something like "Let's work on creating a more defined policy for online usage during work hours."

Commented [AS11]: While this might make sense to you, it doesn't directly relate to the policy discussion. Consider removing it to stay on topic.

like our old secretary June used to to take her ridiculous smoke breaks before she quit? Should we ban using the Internet on our work computers? Should email and our screens be private or should everyone be able to see everything? Can you use it for personal stuff like fantasy sports? What if we did a screen share where everyone's desktops appeared on one big monitor in the main area that way we could even help tag team on sales meetings. What if we stopped using the internet from 1-4 specially with appt setting. This would be unconventional for a sales agent office specially on weekends since employees need the internet to enter things into the MLS etc post listing, but then they - the SALES Agents - could focus on doing the real work of working in sales. Hitting the streets. Making bucks. Closing. That's what matters. Also, with the new law in TX about texting & driving as we know since we saw Mick gets a ticket in the parking lot haha how'd you close that sale anyways, everyone needs to be extra careful about watching TIKTOK or playing AMONG US while driving so we all avoid getting tickets while driving around clients. Very awkward. You're not all as good as Mick. Suggestions? You're the young people who like the social so you tell me because this isn't really my problem as golf is networking and networking is sales like I said once and need to repeat. Get my drift. Maybe the office girl can put together all the comments. Since it's Friday afternoon and many of you left because it's 6pm then just get me back all these comments by 10am Saturday before I head to the lake on my NEWWWW boat - Let's keep focused on our sales goals.

WOOHOO WEEKEND!

Let me know ASAP about the new policy unless you have nothing useful to add. I wasn't happy with the feedback on the breakroom policy last time I sent an email to get everyone's thoughts and hopes although the sales goals were met, so. FROM Suzanne
PS: I thought this was appropriate! The sales and millennials conference I went last week said young people like these MEEMS. LETS STRATEGIZE OUR SOCIAL



Commented [AS12]: This is too informal for a work email about policy changes. Consider ending the email with a professional closing, like "Thank you for your cooperation."

Commented [AS13]: Pictures of memes in a workplace may be deemed as unprofessional, and avoid a P.S statement, make sure your conclusion is always simple and to the point.