Assignment Activity Unit 8

Department of Computer Science, UoPeople

ENGL 1102-01 - AY2025-T2

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**Friday, 10nd January 2025**

**Assignment: Crafting Clear Communication in a Workplace Email**

**Scenario:**  
The chosen scenario is writing an email to a project team about a significant change in project deadlines due to unexpected delays. Clear communication is critical to ensure all team members understand the revised timeline, their updated responsibilities, and next steps to maintain productivity.

**Message:**

**Subject:** Update: Revised Project Deadlines

Dear Team,

I hope this message finds you well. I am writing to inform you about a necessary adjustment to our project timeline due to unexpected delays in receiving critical data from our vendor. These delays have impacted our initial deadlines, and we need to adapt accordingly to stay aligned with our project goals.

**Revised Deadlines:**

* **Phase 1: Data Collection** – Original: January 15 | New: January 22
* **Phase 2: Analysis and Draft** – Original: January 30 | New: February 5
* **Phase 3: Final Presentation** – Original: February 15 | New: February 20

Please note these changes and adjust your schedules accordingly.

**Next Steps:**

1. Continue with tasks within your current phase while incorporating the revised deadlines.
2. Schedule weekly check-ins (starting January 10) to ensure progress aligns with the updated timeline.
3. Reach out to your team lead if you foresee additional challenges or require support to meet the new deadlines.

I appreciate your flexibility and dedication during this adjustment period. Let us continue collaborating effectively to achieve our project goals. Feel free to contact me with any questions or concerns.

Thank you,  
[Your Name]  
Project Manager

**Writing Process Explanation:**

**1. Prewriting:**  
Before writing, I identified the key objectives: informing the team of new deadlines, ensuring clarity in expectations, and maintaining motivation. I brainstormed the necessary details, such as revised deadlines, reasons for the change, and steps to move forward.

**2. Drafting:**  
In the first draft, I focused on structuring the email logically. I began with a concise subject line and a clear introduction explaining the purpose. The body contained specific details of revised deadlines and action steps. I concluded with an offer of support and contact details for questions.

**3. Revising:**  
In the revision phase, I refined the tone to ensure professionalism and positivity. I simplified technical jargon and ensured the information was concise and actionable. Additionally, I verified that each section (introduction, body, and conclusion) flowed seamlessly.

**4. Editing:**  
I reviewed grammar, punctuation, and formatting to ensure the email was error-free and polished. I also verified that all deadlines and instructions were accurate and aligned with the project’s needs.

**Reflection:**

The writing process was invaluable in crafting a clear and effective message. Prewriting allowed me to pinpoint the most critical information, ensuring no key detail was overlooked. Drafting gave me the freedom to organize thoughts without worrying about perfection, while revising helped enhance clarity and professionalism. Finally, editing polished the message for delivery.

A challenge I encountered was maintaining a balance between professionalism and a motivating tone. Initially, the email seemed overly formal, which could demotivate the team. Revising the tone to include appreciation and encouragement resolved this issue. Additionally, simplifying complex details ensured accessibility for all team members, regardless of their familiarity with the project's specifics.

Through this process, I learned that breaking down the task into clear steps helped me stay focused and maintain the quality of my writing. The iterative nature of the writing process was especially helpful in addressing challenges and refining the message into a professional yet empathetic email that met its objectives.

**References:**  
American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington, DC: American Psychological Association.