**From:** mafonso4@my.bcit.ca

**To:** All Staff

**Cc:**

**Subject:** Staff Barbeque!

Hello everyone,

To celebrate our recent achievements, we will be having a barbeque for the staff! Please read the information below as we need to plan accordingly:

* October 10 at 12pm
* 123 Smith St

There will be a choice of burger: beef, chicken, or vegan and bun: regular, vegan, or gluten free. Let me know which you prefer and other allergies and/or food sensitivities.

Non-alcoholic drinks are provided, but you are welcome to bring your own alcoholic drinks. If you are planning on drinking, plan your transportation accordingly.

Plus-ones are allowed but please verify with me if you plan on bringing an extra guest as the venue only has covered seating for 50 people, so it depends on the weather. If it is raining, I will limit to only 10 extra people.

Please respond if you can make it and with other information.

Thanks,

Markus

Part 2:

**From:** mafonso4@my.bcit.ca

**To:** All Staff

**Cc:**

**Subject:** Barbeque Cancelled

Hello everyone,

Due to unfortunate circumstances, the barbeque on October 10 at 12pm at 123 Smith St has been cancelled. Hopefully, we can have it reschedule to an indoor venue to avoid the winter weather.

Thanks,

Markus

Active or Passive

I think active voice performs better in the first message. The goal of the message is to receive a response from everyone so having a more firm and commanding tone helps get the message across. It’s better to have a passive voice in the second message because it is more likely draw attention away from the messenger. It’s more anonymous and avoids blaming.