**FSW-100**

**Career Readiness Task #1: Professional Communication**

This is the first of five tasks in your Career Management milestone to earn your Career Ready badge. This task consists of two parts: written and oral communication. You’ll need to complete both parts to finish this assignment. Don’t worry – this isn’t just another assignment. Consider it real-world training to get you ready for the workforce! After you’ve completed both the written and oral parts be sure to save and upload this worksheet to Portfolium on the assignment page where you downloaded this document.

**Part 1: Showcase your Professional Written Communication Style**

1. Read the examples below and edit and revise them so that they are written professionally. Use the boxes below to complete this assignment.

Email to your manager requesting time off:

hey adrian i need thiz thurs & fri of. i totes need a break from werk. 😊 thx-alexa

Rewrite this example here:

Hello Adrian, I am calling on behalf of the schedule. I would like to take off Thursday and Friday in order to not to be stress and show bad behavior also action. Having stress is very unhealthy. Thank You.

1. Email to a coworker who likes their information short and sweet:

Hey Alan, how are you? I’m good. My weekend was soooo much fun. I totally need a weekend from my weekend….if you know what i mean!!!!!!!!!!!!!!!!!!!!!!! i need yur help w/ a project. Its totally taking up toooooooooooooo much of my time. For example I dont know what jen wants and I feel like its way to much to tell me to do. I mean its Monday!!!!!! If ya want ta get some coffee I’m soooo ready for a break & some cool catchin up. BTW-the project is supposed to bee about writing a sales pitch to a client we sorta want to grab. Anyways ,ttl.

Rewrite this example here:

Hi Alan, how is your day going so far? As for me my day was great. Can you help me do the project for Jen and grab coffee this Monday together. Thank You

1. Request to a former boss asking for a reference (tip: include examples of your past work to help jog her memory and a deadline to spur her along):

Dede – hey! Long time no talk. I’m sure you’re busy and so am I! I am going for a new job and wanted to see if you can write me a super quick letter of reference. You were awesome to work for last year but now I’m tryin to move on to bigger and better thingz! Thanks so much!!

Greeting Dede, I am contacting you on behalf of a letter of reference. As for 15 Applicant which I am the third to be view because of my resume. I need this letter of reference done soon as possible.

4. Follow up email from a face-to-face department meeting:

You just attended a staff meeting where you are collaborating on several projects with teammates. While you all “agreed” or at least nodded your heads when it came time to decide on milestones and deliverable deadlines you want to be sure you are all on the same page. In the space below write your follow-up email to your teammates that includes a summary of what you discussed and the milestones that you all “agreed” upon in your face-to-face meeting.

To get you started here are some sample milestones and dates:

New client push – need to reach out to at least 5 new clients by March 5.

New client sign-on – need to have at least 3 new clients signed on for business by March 31.

New client website draft #1 due by April 30

New client website launch date May 31

Hello Everyone, I do agree on these several projects. The due dates are agreeable but if anyone has plans or have a family duty or death in the family should be excuse. For those who disagree should just don’t attend and keep their idea to themselves.