1. Will hard-copy letters disappear?

With emails growing in popularity, the amount of hard-copy letters will probably lower. However, the importance that hard-copy letters hold is going to be higher due to the extra effort that they require.

1. Does correctness inhibit email communication?

This view does have merit because it matters situationally. A concern for correctness may help some individuals, but may hinder others. An example would be when you are emailing a boss, you should not email them as though they’re just a friend of yours.

1. Differences between memos and emails vs letters?

Memos and emails are similar in that they both are more flexible in their structure and formality, while letters are more strict to standards. This is because letters are often more formal.

1. Negative words in emails/memos to coworkers?

You can be more informal in messages to coworkers, and not worry about sugar coating a message. Being direct is more effective.

1. Interview a working professional about writing process?

Memo

To: Professor Hassan

From: Justin, David, Dave, Ryan

Date: September 13, 2023

Re: Interview a working professional

Dave’s writing process includes planning, drafting, and revising. He tackled a difficult writing situation when he had to communicate with a Russian coworker, who had English as a second language, and had to carefully choose his words as to not seem condescending by using words they don’t understand.

1. Sample business writing evaluation?

Sample: <https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/memos/sample_memo.html>

This memo is a good example. The heading is correctly formatted, it is fairly verbose and gets the point across effectively. It also utilizes sections to help convey the purpose of the message.

1. Hotel Manager Simulator 2023:

September 14, 2023

Ryan Short, Hotel Manager

Drummond Hotels Inc.

123 Leach Drive

New Koch, PA 17554

Dear Valued Guest,

Unfortunately our AC units are down, we’re sorry about the inconvenience and are offering a discounted rate for your next stay and complimentary spa passes for the rest of your stay.

Sincerely,

Ryan Short

MEMO

To: Employees of Drummond Enterprises inc.

From: Management

Date: September 14, 2023

Esteemed colleagues of Drummond Hotels, we are sorry to inform you that our AC is currently not working. These are trying times, and we need everyone to come together and give the guest the best experience possible! Maintenance is currently working to get the system back up and running thank you for your patience.

MEMO

To: Mr. Drummond of Drummond Enterprises inc.

From: Management

Date: September 14, 2023

Good afternoon,

Our AC units are currently down. The guests have been compensated with discounts on their next stay and spa passes for this one. The employees have been informed so they can act accordingly and extra water was placed at all the break stations. Let me know if there’s anything else I can do to improve the situation.

Sincerely,  
Ryan Short