**Writing a Main Idea/Message—Assignment**

Your Name: Neron Parmar Value: 5%

Read the following mini-scenarios and create the main message that you would include in a short email. **You do not have to write a paragraph**; just create a sentence that conveys the purpose of the message. The sentence must demonstrate effective businesslike language, style, and tone: concise, you-oriented, specific, focused, polite, logical, and grammatically accurate. Please write legibly. Each attempt is worth 2 marks. Marks will be deducted for lack of clarity.

**Example:**

You have just completed an inspection of a gas-powered water heater as requested by Tiny Florists Inc. and are submitting an estimate to the home owner for the replacement of a mixing valve.

Following our inspection of your water heater, you will find enclosed our estimate for the replacement of the mixing valve.

**Questions**

1. You are writing an invitation to your coworkers asking them to attend a new training session on collaboration skills to be held on March 15, 2018 at the BMO Learning Centre. Write the main message:

* You are invited to attend latest training session, regarding teamwork skills, on 15/3/18.

1. You are writing to inform everyone in the department of a change in photocopier location, which will be effective Friday, February 2, 2018. The photocopier will be located in the mailroom. Write the main message:

* It is here by to inform, that photocopier location will be shifted to mailroom from 2nd February.

1. You have just met with Clive Gladwell, a representative of Ingenious Financial. You both agreed to a three-year partnership with your company, Live Studio Designs, in which financing will be provided for expansion. You are thrilled, and want to convey the good news to your boss. Write the main message:

* Glad to inform you, I met Clive Gladwell of Ingenious Financial Company and our company is collaborating for 3 years with them.

1. You opened the doors to your brand new store, Floral Office Concepts, a design store specializing in workplace floral decor in the Toronto area. You wish to order, via email, 25 Mojalino glass vases from Renaldo Fantastico, an Italian distributer you met at the recent Fall Floral Show in Montreal. Write the request statement:

* I would like to place order of 25 Mojalino glass vases from your store.

1. Misty Fazulowantsto attend a work-related conference being held in Vancouver, March 12-14, 2018. She wants to attend the conference at end of the quarter (three month period), when the departmental financial report is due to be completed. At that time your department will need “all hands on deck” to deal with report completion. You must say NO to Misty. Write the main message of the refusal:

* We regret that we won’t be able to attend work related conference, as we will need to complete the departmental financial report at that time, while all hands are on deck.