WRITING LAB SERIES: WRITING AN EFFECTIVE REQUEST

INTRODUCTION

There will be many times in your personal and professional life where you will need to ask others for something. For example, you could ask for reimbursement for a professional trip, ask for a shadow session to learn from others, or you could ask to borrow money. Although face-to-face requests are often more effective, you may have to make the request through email or other written methods. So, how do you make your request effective to help ensure you get a positive response?

After your online training, you should now have several leading practices to apply when writing a request. The purpose of this lab is to provide you with the opportunity to apply those practices and practice using them when you have to write a request.

OUTCOME(S)

- Write an effective request using leading practices

DIRECTIONS/INSTRUCTIONS

You will be working with a partner to write a request for an assigned scenario. You and your partner will have 8 minutes to write your request using the leading practices you learned from the online training you completed prior to this lab.

After you have written your request, you will be paired up with another team and will trade requests. Using a rubric, you will look for the use of leading practices and rate the effectiveness of the request and discuss with the other team the strengths and opportunities you found in their writing.

LAB

Scenario:

You signed up for the Emerge program at UWM and are looking to improve yourself at work and would like to get feedback from others you have worked with in the past. This is an assignment for the program, and you need to collect this information from others in the next 2 weeks as you will be using this information to come up with a plan on what areas you need to focus on for leveling yourself up as a professional.

Looking for strengths and opportunities in several areas (communication, work ethic, and collaboration), you decide to write an email to a few people you respect and know will give you honest and constructive feedback.

Use the back of this sheet to write your request. Remember to use the leading practices you learned during the online training!

**If you have any questions or concerns,
please reach out to IT Training at ITTraining@uwm.com**