**COMM 1100 – Fall 2024**

**Email Assignment**

**Due:** Week 5

**Weight:** 10%

**Course Learning Outcomes**

• CLO1 - Identify and prepare information suitable for the intended audience and purpose

• CLO2 – Apply professional writing strategies that include format, components and structure

• CLO4 - Modify writing for clarity, coherence and grammatical correctness

**Essential Employability Skills**

The following Essential Employability Skills are assessed in this assignment. You can find out more about Essential Employability Skills here.

• EES 1 - Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

• EES 2 - Respond to written, spoken, or visual messages in a manner that ensures effective communication.

• EES 7 - Analyze, evaluate, and apply relevant information from a variety of sources.

**Overview**

**Part 1: First draft written by student without AI.**

• Revise the email considering the criteria provided (eg. PAIBOC, direct approach, tone)

• Other requirements: subject line, greeting, purpose, structure

**Part 2: Develop AI prompts to revise the student’s first draft then answer reflective questions.**

• The AI prompts used and the AI output must be included in the assignment submission.

• Sample reflective questions:

• Were the prompts provided to the AI tool clear enough?

• Did you need to edit the prompts to improve the quality of the output received from the AI? Provide examples.

• Compare the AI revised version to the assessment criteria (eg. tone). In what ways is the AI version better than your first draft? In what ways is it worse?

**Part 3:** **Review and edit the AI output to create a final draft, then answer reflective questions such as those below.**

• Is the purpose of the message clear? What is it?

• Have you considered the audience? Provide examples showing how you have done this.

• What is the tone you are using?  Why is it appropriate in this context?

• Check editing (sentence structure, spelling, grammar)

All AI prompts used and the AI output must be included in the assignment submission. Failure to do so will result in 0 on this assignment.

**Part 1: First draft written by student without AI.**

**First Draft – Please ensure on separate page (1-page max.)**

To:

Dr. Evil

From:

Amy Park

cc:

Todd Martin

Date:

January 29, 2025

Re:

Request for time off

Salutation, Body, Closing, Signature

Hello Dr. Evil,

Hope you had a great weekend.

I am writing to request a few days off during the first week of August to recover from my upcoming double thumb surgery I mentioned in our 1:1 last week. Specifically, I'm hoping to have Monday through Thursday to recover, but depending on how things go, I may need to take Friday off as well. Do you think this will be okay?

I see on the calendar that there is only one inter-departmental meeting scheduled during that time, but Random Task and Mr. B have let me know that their schedules are flexible if I need to push that meeting to the following week. If there are any projects or initiatives not yet on the roadmap that may require me during that time, please let me know and I will reschedule the surgery.

Thanks for your consideration,

- Amy Park

**Part 2: Develop AI prompts to revise the student’s first draft then answer reflective questions.**

• AI prompts (Min. 3)

• Reflective response (Min. 150 words – Full sentences/paragraphs)

The prompt I used:

Please review this email and provide me suggestions for how to make it more acceptable for a professional context. Focus on the grammar, sentence structure, punctuation, and tone. Here is the first draft, please provide me two different choices suitable for different workplace dynamics.

**Part 3:** **Review and edit the AI output to create a final draft, then answer reflective questions such as those below.**

• Reflective response (Min. 150 words – Full sentences/paragraphs)

Option 1:

**Subject:** Request for Time Off – First Week of August

Dear Dr. Evil,

I hope you had a great weekend.

I am writing to formally request time off from Monday, August 1st, through Thursday, August 4th, to recover from my upcoming double thumb surgery, which I mentioned in our 1:1 last week. Depending on my recovery, I may also need to take Friday, August 5th, and I will provide an update as soon as possible. Please let me know if this schedule poses any conflicts.

I reviewed the calendar and noted that there is only one interdepartmental meeting scheduled during that time. Random Task and Mr. B have confirmed that they are available to reschedule if necessary. However, if any upcoming projects or initiatives require my presence, I am happy to coordinate accordingly and, if needed, adjust my surgery date.

Please let me know your thoughts, and thank you for your time and consideration.

Best regards,

Amy Park

Option 2:

**Subject:** Time Off Request – Early August

Hi Dr. Evil,

Hope you had a great weekend!

I wanted to check in about taking some time off during the first week of August to recover from my upcoming double thumb surgery, which I mentioned in our 1:1 last week. Ideally, I’d like to take Monday through Thursday off, but depending on my recovery, I may also need Friday. Would this work for the team?

I took a look at the calendar and saw that the only major commitment that week is the interdepartmental meeting. Random Task and Mr. B have both let me know they’re flexible with rescheduling if needed. That said, if there are any high-priority projects or unexpected needs that come up, I’m happy to coordinate and adjust my plans accordingly.

Let me know what you think, and I appreciate your consideration!

Best,

Amy

**Final Draft – Please ensure on separate page (1-page max.)**

To: **Dr. Evil**

From: **Amy Park**

cc:

Date: February 1st, 2025

Re: Time Off Request

Hi Dr. Evil,

Hope you had a great weekend!

I wanted to follow up with you about my request for time off during the first week of August to recover from my upcoming double thumb surgery, which I mentioned in our 1:1 last week. Ideally, I’d take Monday through Thursday off, but depending on my recovery, I may also need Friday. Do you think this would work for the team?

I took a look at the calendar and saw that the only major commitment my team has that week is the interdepartmental meeting. However, Random Task and Mr. B have both let me know they’re flexible if I need to reschedule it. That said, if there are any other high-priority projects that come up, I’d be happy to coordinate and adjust my plans to accommodate that.

Let me know what you think, and I appreciate your consideration!

All the best,

Amy