**Email Assignment #1**

**For this assignment, you have 2 tasks.**

**Task 1: Information E-Mail: Confusion over Fall Training Conference**

Tom Cruise and Julie Hou are colleagues working in the same organization but in different offices. They do not know each other well. They have been assigned to the same project.

**YOUR TASK.** Analyze the entire email message line by line and revise it for improved readability, i.e., better organization and visual presentation. After attending lectures and doing the assigned reading, you should find several weaknesses in this email.

Write your improved version in the box below. Variation in student response is expected (multiple improved versions are possible). You may delete the original message after your work is done.

|  |
| --- |
| **To:** Julie Hou <julie.hou@gamma.com>  **From:** Tom Cruise <tom.cruise@gamma.com>  **Subject:** HELP!  **Cc:**  As you already know, we have been working hard to plan the Gamma Fall Training Conference. It will be held in Shanghai. Here are the speakers I have lined up for training sessions. I’m thinking that on Tuesday, November 12, we will have Nicole Gold. Her scheduled topic is “Using E-Mail and IM Effectively.” Anthony Mills said he could speak to our group on November 13 (Wednesday). “Leading Groups and Teams” is the topic for Mills. Yun Chen emailed me last week to say she was going to choose “Working in Virtual Teams” as her topic, but she is not sure about the training date. Here are their e-mail addresses: *tony.mills@sunbelt.net*, *n.gold@etc.com* and *yun.chen@networkomni.com*.  You can help us make this one of the best training sessions ever. I want you to send each of these people an e-mail and confirm the dates and topics. Due to the fact that we must print the program soon (by September 1), I will need this done as soon as possible. Don’t hesitate to call if you have any questions.  Tom |

**Task 2: Information E-Mail: Poorly Organized Message about Interns**

The following message from the human resources director to project director Liming Liang suffers from poor organization and murky focus.

**YOUR TASK.** Again,analyze the entire message.Determine what the main idea is and revise the message to develop that idea more clearly. Don’t just rearrange the sentences. Think about logical and smooth transitions between paragraphs.

|  |
| --- |
| **To:** Liming Liang <joshua.liang@bayside.com>  **From:** Justin Bieber <justin.bieber@bayside.com>  **Subject:** Interns  **Cc:**  We do want a strong internship program that can provide us with superior, well-trained personnel; however, the program must meet government regulations.  Your inquiry about the status of our interns caused my staff and me to look into this matter more carefully. Our attorneys told us that all interns must be considered employees and paid at least the minimum wage. We learned that college students are legitimate only if they are receiving real training. Interns are not legitimate if they displace a regular employee, complete a client’s work for which we bill, or are promised full-time jobs at the end of training.  I appreciate your bringing this to my attention. I would like to arrange for you to meet with the vice president and me to analyze this fall’s internship program and consider changes.  Having every single intern sign a contract saying that they are willing to accept college credit in place of wages does not provide legal protection. An intern must do more than busy work.  After reviewing our complete program, changes must be made. We believe that future interns must have a structured training program.  Let’s meet to discuss!  Justin Bieber, Director  Human Resources |