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Introduction to Professionalism and Communication in Business**Your goals:**

- To implement your business communication knowledge
- To practice giving feedback
- To apply your email composition skills

**Scenario:** You are an intern at a sales office. Your supervisor has asked you for feedback on an email he wants to send. Your assignment is to respond to the email below (on p. 3) with remarks that enable revising, editing, and proofreading. Unlike traditional reworking of documents, being asked to proofread or to edit in the workplace should take into consideration your audience's needs, your relationship to this person, and how to get improvements made effectively.

**Assignment Goal:** A successful response will provide strategic and actionable feedback, and will address the major errors professionally.

In addition to proofreading for grammar when or if appropriate, look for ways to improve organization, brevity, clarity, and overall content.

Reply to the email but place your reply in a Word document or similar file type.

**Format:** This should be in email format. Include all basic parts (to, from, subject line, body, and signature block).

**You will upload (in one document):**

1. A reply to your boss in email format
2. Revision suggestions to her document

**Hint:** One choice you will need to make is how best to offer solutions and revisions by email. Traditional editing remarks will not work; we're completely online now. Do you track changes? Do you provide an overview? Do you print, mark it up, and reply? Think about what would be most effective and actionable for your audience. You will also want to make tactful content suggestions since you are revising in addition to offering some proofreading remarks.

**What must I do to do well on this assignment?**

1. Follow conventional email format.
2. Provide feedback and a reply email
3. Proofread and edit throughout

**Submission:**

1. Upload the Word document to the TurnItIn dropbox for peer review by the deadline on TurnItIn and the syllabus. (Go fast! My hope is this takes you 45 minutes or less. You do not have all day to work on this; you are pretending to be a busy intern.)
2. Include the final draft (after you get peer review feedback and make revisions) into your portfolio.

**Grading**

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This assignment will be graded with the professionalism / workplace-based rubric.

Letter Grade	Description
A	Your supervisor would forward this document without any changes. Management would be impressed and remember your work when a promotion is discussed.
B	Your supervisor would forward this document with minor editing. Your work would "get the job done." Management would be satisfied and have to spend minimal time suggesting any edits.
C	Your supervisor would ask you to revise and to edit before allowing people outside of your department to see the document. Management would be dissatisfied and have to spend some time suggesting edits and revisions.
D	Your supervisor would be troubled by the poor quality of work. Revision and editing are essential. The document must be rewritten before being sent or distributed within or outside of your department. Management may feel time has been wasted on the part of you or your supervisor.
F	Your supervisor would consider the poor quality of work or your sloppiness as a sign that you may need to be replaced. Your document shows a misunderstanding of communication basics and writing conventions. Management would look for someone else to do this job.

Scroll down for the email prompt