

Introduction to Professionalism and Communication in Business

Here is the prompt:

To: You [New Intern]

From: Tim McArthur [Sales Office Manager & Your Supervisor]

Subject: Revise, ASAP! Yay Weekend.

Can you offer some feedback on this email before we send it out tonight? I put the main idea up front because I learned that in my business writing class – haha I know you're in a business writing class now so I thought you could help with this. Revise & Proof. Email it back.

- Timmy Your FAVORITE BOSS

SUBJECT LINE: URGENT POLICY OPEN social problems and CEO ASAP

To Whom IT May Concern:

HELLO it's Friday!

As anyone who showed up to work last week already knows the CEO (Top Boss! Top Sales!) came to visit our carrollton office last week and then came to our mckinney office which I consider our superstar SALES office! She sent me an email and said that we firsthand and completely totally need to consider how people did online business like she saw Jon shopping for sneakers and not even real ones but on a rep site which totally makes me think you aren't even aiming for hitting that year end bonus and she saw Juli watching her cat on the cat cam from the cat treat cam all stalkerish but when I told you all this in a series of emails you all thought I was sending too much email and just because I told you it was fine once to "get your business done but don't leave the office unless your with clients or a quitter" it means that you can do the business you needed to do as long as you stay in the office nonstop. Like I always say, business gotta get done if it gotta get done. That means you meet sales goals. I hope this motivates you because I find it totally motivating personally. "DONT LIMIT YOUR CHALLENGES. CHALLENGE YOUR LIMITS." (((haha dont challenge the limits on social and shopping.))) What I don't find motivating is how some people think my new policy on social media and online shopping targets YOU or YOU instead of just making one clear policy. So, fine, you write it, and figure it out. I personally am completely understand all of your concerns about the need for flex time and ways about keeping clients and focussed on our sales goals, you know what I mean. Like Mr. Miagi says wax on wax off. Let's get a new policy written for online time and fun time because all our time is work time. The social stuff like TIKTOK and all the texting and relaxing on your breaks – where's it going ot end? I'm guilty too! Everyone knows my deep feelings about Friends who golf but limits are limits and this is coming from the CEO – haha and JULI said I can't just close my office door to play. I get it. There's a window thats been made clear to me several times. I have a lot of experience with this issue that can be useful to you. Why don't we work together to write a better policy. We could answer a few questions in the road of writing up this new better policy. Some questions could be whether social and shopping helps anymore. Low key gaming maybe okay???? Golf is networking and networking is sales. What happened to clear 10minute breaks? Could phone lock up work instead? I could text you a hourly no shopping or gaming goal reminder. Should we have phone breaks like our old secretary June used to to take her ridiculous smoke breaks before she quit? Should we ban using