**Email Activity**

**Part 1:**

To: You [New Intern]

From: Suzanne Shi [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. Provide Feedback - heck even re-write the thing in order to make it clearer - and send it back to me ASAP.

* Suzanne Your FAVORITE BOSS

SUBJECT LINE: Urgent Policy Change

To Whom It May Concern:

Hello, it’s Friday!

As you may have noticed, the CEO came to visit our Carrollton office last week and our McKinney office. She sent me an email and said that we need to consider how we did online business. Something to work on is to do our best to remain focused on our tasks and ensure that we are meeting the goals and expectations that have been set. A quote that might motivate you is, “Don’t limit your challenges. Challenge your limits.” Although we all have our off days, it is important that we do our jobs to the best of our abilities and strive for more. I understand that my previous attempts have not been the most effective as it does not suit everyone’s needs. I too am guilty of taking more free time than stated in the policy because some days I feel drained, however this needs to change and that means we all stick to the policy. I would appreciate if you all could discuss and write to me about what you think should be in the updated policy. Some questions that might help us rewrite the policy are: What are some things that may help you relax more during your free time? How long do you think is a fair amount of free time? I know many of you must have logged off by now so please get back to me as soon as you can, preferably by Monday.

Also, great job on meeting the sales goal after the last time we spoke!

Sincerely, Suzanne

1. A totally rewritten/improved version of the email for Ms. Shi’s consideration. You do not have to include all the information in Ms. Shi’s original.

To: [All the recipients]

From: Suzanne Shi

Subject: Urgent Policy Change

Happy Friday, I hope you are all doing well heading into the weekend.

As many of you may have noticed, our CEO came to visit both our Carrollton and McKinney office last week. She noticed throughout her time here that we need to reconsider how we manage our time effectively while in the office. The policy we have had in place seems to not be the best option as it doesn’t fit everyone’s needs. This is why I was hoping that we could all work together to rewrite this policy. A few basic questions that would need to be answered are: How long do you think is a fair amount of free time? And what are some things that will help you relax more and take your mind off work during your free time?

I understand that many of you must have logged off already since it is a Friday but if you could email me back to let me know your thoughts on the policy changes by the end of day on Monday then it would be great.

Keep up the great work everybody!

Kind regards,

Suzanne Shi

1. An email reply to Ms. Shi.

Reply to the original email:

To: Suzanne Shi

From: Aarya Thakkar

Subject: Edited Policy Change Email

Hi Suzanne,

I hope you are having a good day.

Thank you for giving me the opportunity to be part of this process. It means a lot and I really appreciate you thinking of me.

I went through and used the ‘Track Changes’ feature in Word to make some changes to your original email and I left some comments as to why I changed it. I also ended up writing my own version. Both of these documents are attached to this email.

Once again, thank you for the opportunity. If you have any questions on my changes or comments feel free to reach out again.

Kind regards,

Aarya Thakkar

To the actual email she sent out (after editing):

To: Suzanne Shi

From: Aarya Thakkar

Subject: Re: Urgent Policy Change

Hi Suzanne,

I hope you had a good weekend.

I agree with what you mentioned in the email about needing to change our policy as I too feel quite unproductive at times.

Thank you for allowing us to provide suggestions of what should be in the policy. I’m sure that working together on it will allow us to accommodate everybody’s needs.

In my opinion, a good amount of free time would be 30 minutes for every 4 hours scheduled. Something I also think would be a good idea to implement to help us all feel more relaxed during our free time is to add luxuries to our break room such as comfier seating, relaxing lights, calming music, etc. This way, we will be well rested and will be able to set our minds back on to our jobs when we come back from break. Although it may seem like a big ask, I do think that this will be the most effective way to ensuring productivity during office hours.

Once again, thank you for reaching out about this.

I hope these issues can be resolved soon.

Kind regards,

Aarya Thakkar