

## CSC290: Email Worksheet

1. The email below does not follow the guidelines we discussed in class. What issues does it have? Rewrite the email to fix those issues.

Subject: Job

Hi bob,

We talked a couple weeks back at the chamber of commerce event. I was looking for a summer internship, i'm the person who wore a "TRUDEAU" hat. You're probably like, "uh.. What?" Maybe that helps you recall, maybe not. Not completely important, I suppose. You seemed like a cool person to work for. I'm available to start working on Monday, but I'm taking my driver's test in June had have to study and take a day off. I've attached my resume, it's the bomb dot com. Let me know if you have a job opening for me. If I don't respond to email, I'm always on FB, snapchat, or insta!

Peace out,

Gabrille

2. The email below does not follow the guidelines we discussed in class. What issues does it have? Rewrite the email to fix those issues.

Subject: Revisions For Sales Report

Hi Jackie,

I just read the Sales Report. Chapter 2 needs more specific information about our sales figures. The tone could be more formal.

Also, I wanted to let you know that I've scheduled a meeting with the PR department for this Friday regarding the new ad campaign. It's at 11:00 a.m. and will be in the small conference room.

Please let me know if you can make that time.

Thanks!  
Monica