# Project One

# Professional Correspondence

**Due:** Jan 30 at 11:59pm on Blackboard

**Save As**: Lastname\_Correspondence

**Value:** 100 points; 15% of your final grade

In this project, you will a memo/letter/email for a specific audience and purpose. You will then switch roles and respond to the original memo/letter/email.

As a result of this project, you will learn and apply the following skills:

* Analyze a rhetorical situation.
* Address the needs of a specific audience.
* Write professional correspondence.

## Analyzing the Situation

For this part of the assignment, you will assume a role, which I will provide (see below). Once you choose your role, spend a few minutes considering how you might approach the given situation. As you analyze your rhetorical situation, consider the following:

* Your position relative to the organization.
* Your reader’s relationship with you.
* The type of information that you’re communicating (are you asking for something, delivering good news, or relaying bad news?).
* The outcome (action) that you want to occur. Should your reader follow up with you? Do you want your correspondence to be the last message between you and the reader (at least for this situation)? Are you seeking recompense?

## Planning your Correspondence

Once you know who you are and what you’re seeking, plan the correspondence that you will write. While planning, consider the following mechanical aspects of your correspondence:

* The subject line of your e-mail/letter.
* The greeting that you’ll use to address the reader.
* The format of your letter.
* The closing that you’ll use at the conclusion of your letter.
* The overall tone of your document.

The above considerations are just a few to get you thinking about the letter-writing process. Consult your text (Ch. 14) for more ideas, methods, and examples.

## Responding to the Correspondence

## After you have written the first document, you will write a response to it. For example, if you have chosen the first role, you are a student writing to a professor. After you have written that initial document, you will switch roles and write a response to the student and take the role of the professor.

## Writing a Memo to Me

After you have completed the initial document and the response to it, you will write a memo to me. You will write a brief (no more than 1 page) memo to me describing:

* How the first document influenced your decision to act
* What actions you took
* How your response is appropriate for the situation.

## Possible Roles

Choose one of the following roles for Project One:

* You are a student asking for your professor for an opportunity to revise an assignment in which you received a low grade. It is towards the middle of the semester, and you have a decent relationship with the professor (you have spoken to him/her after class a few times and attended student hours). For this role, you will be writing an email.
* You are a student trying to get into a History course that is full. You don’t know the professor the course, but you have her/his e-mail address. You decide to write the professor asking for an override so that you can join the course. For this role, you will be writing an email.
* You work in an office with 24 other employees. Every Monday, you bring 5 frozen lunches to work and put them in the break-room freezer. And every Friday, you find that you don’t have a lunch left to eat. Even though you write your name on the boxes, someone is taking your lunch(es). Fed up, you write an e-mail to your manager explaining what is happening and seeking her help in controlling this issue. For this role, you will be writing a letter.

## Due Date

Project One is due on January 30 at 11:59pm on Blackboard. You will turn in the original document, the response, and the memo to me in a single PDF.