

English 2960

Project #2

Correspondence Packet  
(email, memo, letter)

1. Due Thursday 2/18
2. Read pages 109-144

For this assignment you will produce a folder of professional correspondence. You will need to draw from actual personal experience, or imagine a scenario that will satisfy the assignment. Please refer to Chapters 3 and 4 in *Successful Writing at Work* for formatting information. Remember: The key to successful professional correspondence is brevity and coherence.

- One email, written to a co-worker and discussing a problem in the workplace.
- One short memo, directed to employees in your charge and explaining a new product or procedure.
- One professional business letter, directed to a consumer who is requesting an estimate for your/your company's product(s) and/or services.