

Business Communications – Assignment 4

Total / 12 marks

Part A - Write an EMAIL for the following situation:

(submit to your instructor as an email)

A student from The Learning Company has visited your office to inquire about the possibility of our company being the host for his/her practicum. Write an email to your supervisor/manager (your instructor) to explain why you think this would be a good idea. Give the details of who the student is, what program he/she is in, and how long the practicum would be. Be sure to set a deadline for a decision (Be careful with the tone of your message – don't sound like you are telling your supervisor/manager what to do!) Let your supervisor know that if he/she has questions or concerns about this practicum arrangement, you would be willing to act as a liaison with the college and you are willing to supervise the student.

Marks will be allocated as follows:

Tone – 1 mark

Content – 3 marks

Grammar – 2 marks

Closing/signature – 1 mark

Call to action/deadline – 1 mark

Format- 1 mark

Part B – Email Signature

Once you have completed part A, define an email signature in your email software for your time at The Learning Company as a student. Consider what information might be useful to recipients of email you send, such as your contact information, and program name, as well as any other information you feel is relevant. You will be using this email to submit assignments, communicate with Learning Company staff, and potentially send resumes to employers. **PROOFREAD CAREFULLY!**

Once you have designed a signature, send your instructor an email with “BC Assignment 4B” in the subject line, and be sure the body of the email contains your signature.

Marks will be allocated as follows:

Content – 2 marks

Grammar – 1 mark