**Assignment Due:** Email

**Please select one only!**

Write an e-mail with one of the following messages, observing the guidelines discussed in this chapter (3). You must develop topic, date, time and objective.

a) You just made a big sale and you want to inform your boss
b) You have just lost a big sale and you have to inform your boss
c) Tell a co-worker about a union or national sales meeting
d) Notify a company to cancel your subscription to one of its publications because you find it to be dated and no longer useful in your profession
e) Request help from a listserv about research for a major report you are preparing for your employer
f) Advise your district manager to discontinue marketing one of the company’s products because of poor customer acceptance
g) You have just missed work or a class meeting. E-mail your employer or your instructor explaining the reason and indicate how you intend to make up the work.
h) Notify five managers in different department about a meeting on personnel with the CEO.