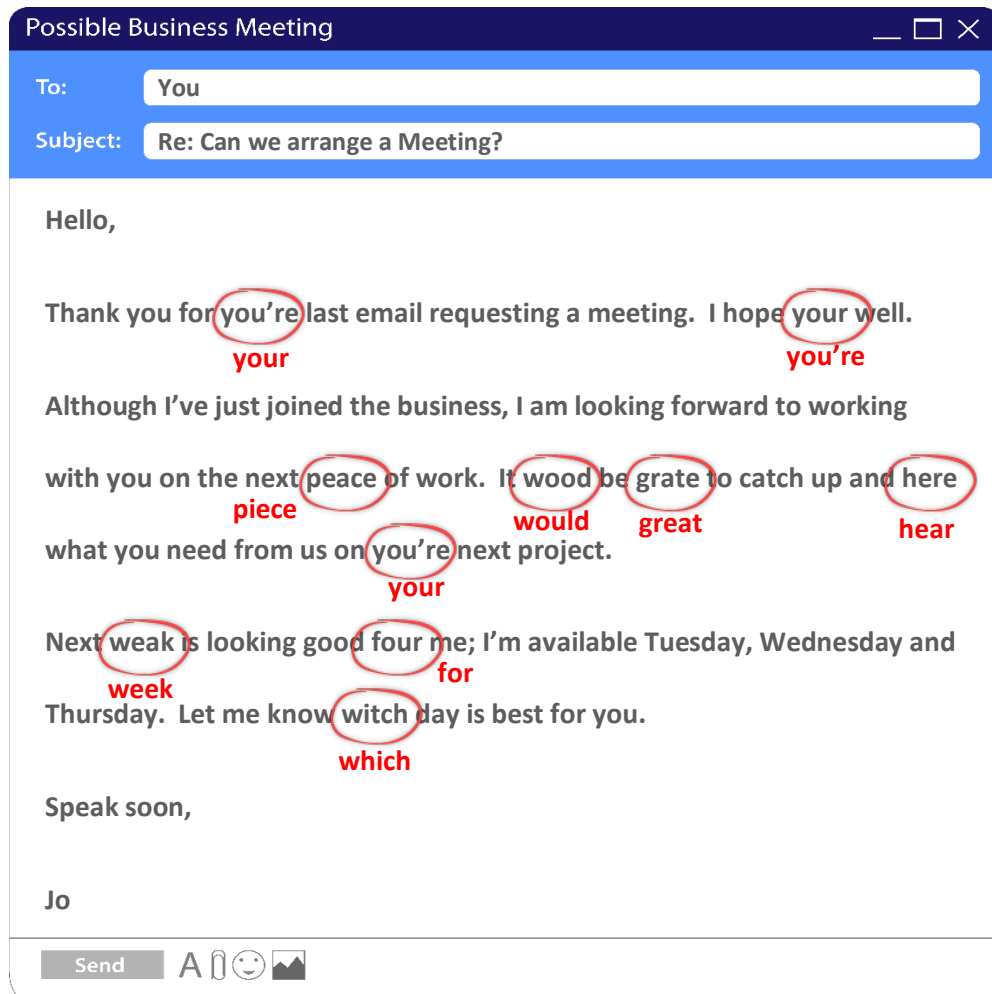


Getting Righting Write! (Solution)

It is important to be able to communicate effectively when writing, whether the person you are writing to is an internal or external stakeholder.

Task 1

Yesterday you sent an email to one of your suppliers, asking for a meeting to discuss a new project. A new member of their team has just sent you this email:



1. Identify and correct any mistakes in the email. How many did you find?
2. What impression do you have of:
 - a. The writer of the email?

10

The writer of the email appears to be weak at writing, and hasn't taken the time to check their work. This makes them look careless.

- b. The business they work for?

Poor written work sent to people outside of the business will reflect badly on the business itself, as it makes them appear unprofessional. They have appointed the person so it reflects badly on their judgement.