

Homework Requirements

Homework Assignment: Writing an E-mail About one Problem in Your Area

Write an e-mail that describes one problem in your area.

Requirements

To receive credit for this assignment, you must meet the following requirements:

- Describe one problem in your area. In your document, be specific about what that problem is and how the problem affects the company and its mission, corporate objectives, and strategies.
- Write at least three paragraphs. Each paragraph must contain at least three sentences. The final version must be at least 200 words.
- Demonstrate the ability to use the writing process to prepare the document.
- Complete and turn in:
 - Preparation worksheet
 - Document outline
 - First draft with revision markings
 - Final version

Note: Final version must be typed and include the following information at the bottom of the e-mail as part of the closing:

Your name (or your username)

Current date

The class session number (Session 1)

Description of the homework (Writing an E-mail About one Problem in Your Area)

Example:

pmwegert

07/10/08

Session 1: Writing an E-mail About one Problem in Your Area