

Case correspondence

Case 1: James

This is a letter that James has written to his client.

Dear Sam

I am writing to inform that you that I am no longer able to provide therapy services to you. I note that you are behind on your payments. If you need additional time to pay, please contact my receptionist on 03 5111 1111 to discuss.

Regards

James

Case 2: Maria

This is an email that Maria has written to her manager's direct manager, Sarah and her manager George.

Hi ya Sarah

Bit of a problem, I don't think that George is doing the right thing with the land rights. I understand that everyone has different ideas and maybe George is just about behind the times. He has lied about consulting with the elders. I don't want the company to wear this. I don't want to wear it either. It is not fair that I am in this position.

Please advise, Maria.

Case 3: Ajay

This is an email that Ajay has written to Lee's mother, Viv.

Dear Viv

I am writing with some concerns about Lee. I understand that you are moving away. I wonder whether you have thought about the impact on Lee? He is going through a really hard time at the moment. As we know, the principal has it out for him and I don't want him to get into trouble.

Regards Ajay

Case 4: Simon

This is an email that Simon has written to his editor, Clare.

Hi Clare

I have been thinking about our article. I understand that it is really important that we bring in revenue. I wonder though whether there might be another way to achieve this goal? I have some ideas that I would like to discuss with you. When might you be available?

Regards Simon

Case 5: Jill

This is an email that Jill has written to her co-author, Andrew.

Hi Andrew

I am writing to you in regard to our article. I have really valued your input & the chance to learn from you. I wonder though whether as an older person you are completely up to date with expectations about providing balance when researching and if you have considered the impact of bias on the people's perceptions about particular ethnic groups?

Supportive regards Jill