

Email Assignment

Worth: 10%

Due: Sunday, May 31, 2020 at 11:59 p.m. in dropbox

LEARNING OUTCOMES ASSESSED:

1. Plan various writing assignments related to business and office functions
 2. Compose workplace documents including emails, memos, letters and reports using appropriate format, organization and tone
 3. Write using correct grammar, punctuation, and spelling
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This email assignment is based on content taught and posted about emails, and also takes into account the rules of business writing (parts 1 and 2).

Where can you find the hottest singles scene? Some would say in your workplace. Because people work long hours and have little time for outside contacts, relationships often develop at work. Estimates suggest that one third to one half of all romances begin at the office. Your boss is concerned about possible problems resulting from workplace relationships. The #MeToo movement has also brought heightened awareness and understanding around workplace harassment issues.

Your boss would like to ban all relationships between employees. However, that's not likely to work. She asks you, her assistant, to learn what guidelines could be established regarding office romances.

Using the internet, look for articles about workplace romance. From various articles, select four or five suggestions that could protect employees and/or the company (*no citations necessary, except for direct quotations*). Submit your findings and reactions in a well-organized, easy-to-read email to your boss (Jennifer Boswell). You may list main points from the articles you research, *but use your own words to write the message*.

Note #1: Check your Turnitin report to make sure you have not accidentally plagiarized your sources. If you have, rewrite the problematic sections and resubmit your file to the dropbox. You can submit as many files as you wish up until the deadline. I will only open and mark the last one submitted.

Note #2: Please do not email me this assignment. The assignment should be typed up as if it were an email, with the headings To: / From: / Date: / Subject: / on a MS Word document. Submit the Word document to the dropbox when you're finished.

Mark is based on the following:

Email format	/5
Good business writing style	/10
Content	/10
Layout/readability	/10
Grammar, spelling, and mechanics	/10
TOTAL:	/45