

## Informal Report (Email)

**Worth:** 10%

**Length:** 1 full page, or just over one page

**Details:** Use 12 pt. serif font such as Cambria or Times New Roman / single space with one line between paragraphs / left justified

**Due:** Sunday, June 7, 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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Please go to the website <http://www.apccanada.com/> and look around at the 21<sup>st</sup> Annual Administrative Professionals conference postings, symposium sessions, testimonials, and other information.

Scenario: Jennifer Boswell, your manager, sent you to this conference. Write an informal report (assuming that you have attended this conference) to tell her what you learned and gained by attending. Finally, would you want to go again, or recommend sending employees next year?

Please pay attention to good business writing, and have enough content to organize well using headings and/or graphic highlighting.

**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:

|                                  |            |
|----------------------------------|------------|
| Good business writing style      | /10        |
| Content                          | /10        |
| Layout/readability               | /10        |
| Grammar, spelling, and mechanics | /10        |
| <b>TOTAL:</b>                    | <b>/40</b> |