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WRTG 293 7361 Introduction to Professional Writing (2175)

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**Mark Cox**

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## Participate in Discussion: Assignment 2 Analysis: Bad News Letter

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Actions for 'Participate in Discussion: Assignment 2 Analysis: Bad News Letter'

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Please watch the video below to learn more about the instructions for assignment #2: Bad News Letter. I will go over the rubric, as well as share a sample "A" paper.

Once you have watched the video, share with us a time you had to write a letter of bad news. Without giving away names or personal information, please describe in detail the situation you encountered. This could be a denial of request from a customer, a note to a contractor that you no longer want his or her services, a message to a company indication that you are returning the product, ect. Did you apply any of the principles outlined in Smart et al's "Using Problem-Based Scenarios to Teaching Writing?"

In addition,complete your rough draft for the Bad News Letter. Rough drafts are due at the end of this week: July 2nd. Look for feedback from me shortly after.

Thanks,

Michelle

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### Discussion

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## • **Marty's - Bad News Letter**

Contains unread posts

Actions for Marty's - Bad News Letter

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Efrain Martinez posted Jun 25, 2017 7:28 AM

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Hello class,

Bad news letters are something that is very common in the military. My present unit provides very specific and specialized training. AS the operations chief, I receive numerous requests for this training on a daily bases. Unfortunately we must prioritize who receives this training and we can not please every requesting unit. So with that being said, everyday I or someone in my office must send a "bad news" email. But I will say that they are very different from what I just saw in the video on this tread. I was not aware of the structure this type of writing has. Some of it could be used in my daily bad news emails and some just does not a have a place. The huge difference when we write bad news, is there is no buffer and it is straight to the point. We (military) do not have to soften the blow pf bad news as we are not trying to retain customers or keep some type of relationship. The similarities between our bad news artis is particular important if you are

responding to a colonel or general compared to a captain sergeant. There is no quicker way to high ranking officers loose confidence in your unit then with badly written unclear correspondence.

-Marty

more

0

Unread

0

Replies

0

Views

/1