

# Writing routine essay sample

[Sociology](#), [Communication](#)



A large percentage of the writing we do in the workplace involves writing routine, neutral, and/ or goodwill messages. Routine and neutral messages cover a wide range of topics, from the ordinary (e. g., sending colleagues a reminder to attend a meeting) to the more detailed (e. g., updating a supervisor about a project). In Wee 3, Anne Brown, the division manager for E227 Global Solutions, is asking you to write an individual routine message, which will be formatted as a memo. In order to complete this assignment you must follow the steps below: 1. Read the trucking supervisor’s email.

2. Read Anne Brown’s memo (available in Doc Sharing) and pay close attention to the questions asked at the bottom of the memo. 3. Use the Week 3 Routine Planning Questions/Audience Profile (in Doc Sharing) to assist you with preparing your routine message to Anne Brown. These questions are for planning only, not submission. 4. Follow the Specific Guidelines below when drafting your routine message to Anne Brown.

This assignment is related to the Week 4 Collaborative Analytical Report (see Doc Sharing for details on the Week 4 Assignment) that you will be completing with your team next week. Specific Content Guidelines for the Routine Message

Back to Top

The written response will be formatted as a memo with headings/subheadings, bullets, tables, etc. in the body of the message for easy readability. The following items are to be included in the memo:

Paragraph briefly introducing the issue

Your preliminary considerations about how to best communicate with the Indonesian population Team identity - members' names and contact information (phone numbers and email addresses). Identify the team leader or project facilitator and documentation coordinator. A list of all individual-specific tasks (not just the major deliverables) needed to complete the project, including due dates for each task, and personnel responsible. Present this information in table format. Concluding paragraph

A Successful Message will include the following:

Evidence the writer fully and firmly grasps the purpose/goals of the message. Full and complete original text that reflects audience needs in relation to the message. Proper use of formatting and style (e. g., bullets, headings, lists, etc.); message must be written in the proper document format. An awareness and proper use of all ten writing conventions for professional writing (as appropriate) covered in Week 2. Use of proper grammar, spelling, punctuation, and capitalization