

Course: Writing 292: Professional Writing

Semester: Fall 2020

Project: Common Genres of Professional Communication

Student: Ashanti Knight

Supporting Document

The professional setting I have brought to life through this project is a restaurant made from popular street food attractions. The company is broken down into six floors! The first five floors in company a different cultural food and events that happen while everyone is eating, whether it be a movie or a group performing an act. This is a billion dollar company that wants to bring the many cultures of the world together! I have named my restaurant “The Good Place” because there would be no better place to dine.

The rhetorical situation consists of the president and the assistant president coming back together after a vaccine for covid-19 has been found. They set some conditions for everyone as they come back, which is presented in the email. In this situation I am the president, notifying “All Staff” that they need to get quarantined before they are allowed back on the premises and that I have personally paid for all of my staff to be vaccinated and then they are to self-quarantine for seven days before their return. This email is simply to inform, everyone what they MUST complete before they are allowed to return to work, as well as, the fact that the fifteenth anniversary since we were established just to happens to fall the day before Halloween.

The memo consists of what is to happen when everyone returns. The memo has been sent out two days prior to the managers in charge of each department. Inside the memo contains a bulleted list of things that to be done when they arrive, when they are on the premises, and what will happen when they leave. These are explicit instructions that must be followed, so that all employees remain safe, because there is no cure for covid-19 the vaccine just makes it harder to get it not impossible. During this time I also mentioned that the planning and preparation need to be turned in by a specific date. My intended purpose is to tell the managers to still take precautions, and find out the planning for the event which will be to bring everyone out of the funk from the covid-19 virus.

The letter consists of the president getting in touch with a company that had worked with previously over the years and ask if they will perform. Mrs. Lily Aguilera is the president of a popular performing arts institution that is popular for their cultural diversity institution of talented young women. The fact that a vaccine has been made I have believed it to be a good idea to host a large event that will help people get out of the constant funk of being at home and being that it is happening around Halloween will make the event a huge deal. I also guaranteed the safety of her students during the event, as I have felt that I have taken ever necessary precautions needed.

- Discuss the composing decisions you made in writing **each** of these genres. What specific decisions with regard to content, format, organization, tone, etc. did you make for the following genres & rhetorical situations and why? Provide several examples for each genre, and you may wish to discuss the role of revision in your composing process.

Show me that you understand the conventions of these genres and their functions within the specific rhetorical situations you established:

- Email
For the email I happened to put the assistant president as the one in charge, however it has been brought to my attention that I should have just emailed it to all staff instead of first to the assistant then ccing it to the rest of the company. Which makes more sense since seeing as I started off the email with, Hello Employees. In my haste not to repeat words, (a constant problem I have), I used cure as a substitute for 'vaccine', and however, this is not correct as they mean to different things although the genre of the word is essentially the same. I had a small spelling error that was easy to fix. Last but not least, I bolded the important pieces of information so specify the times and dates that the staff would have to be on location. The content of my email contained two main points, the format was blocked, and the organization was put in order of importance, the tone was professional and light as I informed the staff of how things were going to proceed in the future!
- Memo
The top part of my memo is missing the company letterhead and I forgot to double check and make sure that my memo started on a fresh page; it was however still attached to the one above it. To make my memo a little more professional, I decided to tab the information found in the heading. So I have a bad habit of adding extra words that aren't needed so I decided to shorten and basically deleted some of my words because it beat around the bush more than it got straight to the point which is what a memo is all about. When I was making my list the first time I noticed that I had made it a numbered list instead of a bulleted list. The reason why I changed it, is because a numbered list is used to give order while a bulleted list is random. The content of my memo is made to inform my managers of the new policies put into place, with a professional tone, I organized with blocked formatting that hugs the left side. However, when I applied my letter head it hugged the right side.
- Letter
I ended up completely rearranging my letter because the rhetorical situation was lost. After I did this the main point was applied to the beginning of the letter so that I would bore the person reading it. I gave a proper farewell that the previous version lacked. This one contains more of a very professional tone, so as not to seem rude, or forceful in any way. I organized it in a block form.
- Reflect on your success in this project. What did you do well and why? What were the most complex or difficult components and how did you take steps to succeed?

I believe the thing that I did well was the formatting of the memo, letter, and email. Although, I did get somewhat confused on the sender, I felt that was really my only strong flaw. There was a single surface grammar mistake, but all in all, the project was; I felt put together

rather nicely. I was nervous I would lose my professional tone and I did many times throughout the assignment so I had to go back multiple times to make sure that wasn't the case.

Email:

To: All Staff

Cc:

Bcc:

Subject: Mandatory Information with Regards to Returning to Work.

Dear Employees,

Things have been rough these last few months with the recent outbreak of the virus Covid-19. However, it has come to my attention that there is finally a vaccine for the virus which will be readily available **September 15th, 2020**.

I understand, with things being the way they are, cost might be an issue, however, I have made it a priority that you all be vaccinated come **September 21, 2020**.

A handful of nurses will be present on location during the following dates;

- **September 20th** from **11:00a.m.to 6:00p.m.**
- **September 21st** from **12:00a.m.to 5:00p.m.**

All personnel must be **QUARANTINED** a minimum of **7 days** prior to their return, no later than **September 30th, 2020**.

This will give us a month to make the appropriate preparations for our **15th Anniversary** which we have labeled "**All Hallows Eve**". The event in question will be hosted on **October 30th, 2020**.

A managerial meeting will take place **September 29th, 2020 at 12:00 o'clock**, where more information will be supplied to you soon in reference to the details of the event.

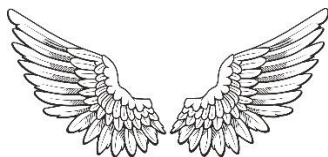
Warm regards,

Dawn

Dawn Reyes President of The Good Place

ReyesD@gmail.com

Tel: 917-174-2225



Olivia Weber
The Good Place
917-174-2225
(WeberO@Gmail.com)

Memorandum

To: JacksonK@gmail.com, SmithR@gmail.com, LittleG@gmail.com, BecketU@gmail.com,
LoveL@gmail.com
From: Olivia Weber, Assistant President, The Good Place
Date: September 20th, 2020
Re: Preparations for our 15th Anniversary, come October 30th, 2020.

In just two days all faculty personnel will be returning to the restaurant. I know we are all ready to begin the preparations for the event which will take place **October 30th, 2020**.

With the arrival of all our employees,

- **Health checks** are still a **mandatory occurrence** when employees arrive on site.
- **Masks** have to be worn when everyone **arrives** and when they are **dismissed** for the day.
- **Hand sanitizer** will be provided, and **must** be applied every **2 hours** throughout the working day.
- Please remain diligent in your preparations as we would like to continue social distancing of at least **an arms width apart**.

Do keep in mind that our number one priority is the happiness and safety of our employees. If you feel that someone is at risk and/or in the process of putting others at risk, then please take the necessary steps to send them home with instructions that returning is **not possible** until they have been **re-tested, vaccinated** and have had **at least a week of self-quarantine**.

Times have been hard and I know this is asking a lot, however, we have an obligation to make this the most thrilling experience in all of 2020. The pandemic has put everyone in a state of numbness; this is our opportunity to bring a little happiness to the fold.

Because our Anniversary falls right on the **30th of October** we have labeled the event “**All Hallows Eve**”. I am asking all of my managers to put together five Halloween themed meals in reference to their cultures, at least two dishes must be vegan.

They must all contain a,

- Drink
- Desert
- Side course
- Main course
- And an Appetizer

Costumes are not mandatory, but if you want to have them for the effect, notify me as soon as possible.

A single performance on each floor is required, along with the music of your choice. I will be notifying Mrs. Aguilera of the up and coming event, as we have worked with her in the past.

Like in the past you're free to be as creative as you want, however, unlike the past if you wish to use resources outside of the ones currently available, will have to be looked at by myself or the president before permission is given.

A budget will be supplied by our account Gavin no later than **October 5th, 2020**.



The Good Place
2242 South Blvd Ave
New York, NY 46929

6th October 2020

Mrs. Lilly Aguilera President of Performing Arts Institution
Mark Smith Performing Arts Institution
3528 North Blue Ave
New York, NY 46928

Dear Mrs. Aguilera,

I am writing to ask that you participate in the up and coming event that will be taking place at The Good Place, October 30th, 2020 beginning at 6:30 in the evening.

I understand that this is a lot to ask of you, but I couldn't think of a better institution to recommend for the event we have labeled *All Hallows Eve*, then the Mark Smith Performing Arts Institution famous for your culturally diverse climate and talented group of students.

The pandemic has put the entire world into a state of numbness. Our mission is to bring a smile to our customers' faces and let them truly enjoy a night to remember, in all the chaos that was 2020. I am bringing the stage to you.

I understand that with the pandemic just ending that you might not have gotten into the swing of things just yet. However, rules and regulations have been set in motion that will guarantee the safety of your group upon your arrival and during your time at The Good Place.

I hope you will think about joining our event, if this doesn't work for you please notify me at your earliest convenience.

Sincerely,

Dawn Reyes
President of The Good Place
917-174-2225
(WeberO@gmail.com)