****Type your name****

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|  | **Independent Challenge 1** |
| Revise an e-mail message based on an outline. Complete the following steps. |

You Try It

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| 1. Save this file with a new name  Click the File tab, click Save As, add your name to the end of the filename, then click Save.  For example, save this file as **WC1-IC1 Marianne Durand.docx**. |
| 2. Get ready  Review the following outline for an e-mail message.  Overland Designs Company Celebration   * Thank employees * Honor special accomplishments * Reinforce teamwork * Send e-mail message to Carl Lansing, Jay Willbourn, Lindsey Rhodes, and Tammy Mitchell. Request their help in organizing the celebration. * Possible areas of help: sending invitations, designing awards for special accomplishments, developing a (short) process for nominating employees for special accomplishments, enlisting speakers, organizing time, place, and type of celebration—appetizers only? dinner? luncheon? |
| 3. Now you try it  In the following space, enter the appropriate message header and subject. |
| To: Carl Lansing, Jay Willbourn, Lindsey Rhodes, and Tammy Mitchell  Cc: Marshall Aronson  Subject: Employee celebration |

In the following space, write an opening sentence that reveals the main idea of the message.

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| Overland Designs has grown significantly in the past year, due in large part to the efforts of our employees, and it’s time we had a celebration to recognize that. |

In the following space, write a message body that supports your main idea based on the information you reviewed. Organize the material logically. Use lists and graphic highlighting techniques to make the message body easy to read.

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| I would like to organize a celebration to thank the employees, honor their special accomplishments, and generally reinforce teamwork.  The following tasks show what we need to do to have such a celebration. Please sign up for one (or more) of these tasks. If there are duplicates, I’ll draw straws or flip a coin:   * Develop a (short) process for nominating employees for special accomplishments * Organize time and place * Determine type of celebration—appetizers only? dinner? luncheon? * Send invitations * Designing awards for special accomplishments * Enlist speakers |

In the following space, write an appropriate closing statement.

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| Let me know what you’d like to do. Ideally, the celebration will follow our trade show in the fall, so that gives us only six weeks to organize and hold the celebration. That means I’ll need to know your tasks by next week Tuesday at the latest.  Thanks,  Marshall |

Submit the document to your instructor as requested.