

It's not what you ask for, it's how you ask.

A lesson in communication

Due: Wednesday, October 14, 2015

To

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Goals

1. To introduce students to the conventions of business/formal communication using electronic media (email).
2. To expose students to polite, artful, and considerate interpersonal discourse.
3. To provide a forum for students to practice expository writing.
4. To introduce students to the expectations for communication with a director, teacher or other superior.

Learning Objectives

1. Students will produce formal, written communication while exercising the letter format.

Formal Communication

Write a formal email to your music teacher. Describe a common problem about which you would communicate with a teacher or music director. The topic must come from the list below. Your topic can be real or fictional, please state "real or hypothetical" in the subject of your email. You must submit this assignment by email; no written work will be accepted. You may use a personal, parental, or school account. **Do Not Use a Friend's Account.**

Topic:

- A musical problem.
- Attendance issue.
- Interpersonal problem with an ensemble member.
- Asking for an extension on an assignment
- Explanation for missing a concert (either before or after the concert)

Please include All of the Following:

- A detailed description of problem, including dates and times when appropriate.
- Evidence of attempts at solving the problem and why those solutions didn't succeed
- Suggestion of a compromise.
- Precision of description of pertinent details.
- Proper salutations (beginning and end)
- Polite professional etiquette
- Professional vocabulary, no slang or text language.
- Removal of abbreviations and acronyms
- Request of involvement from the teacher, considerate of the teacher's schedule