GROUP ACTIVITY: Group Members

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**Scenario 1:**

Bob is writing a cover letter for a position as a Sales Representative for a newspaper. He ends his letter with: "I know that my qualifications are not very impressive, but I will do my best to attract as many customers as possible and sell the products of the company. I hope that you will contact me at your earliest convenience. "

1. What is the tone of this writing?

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1. As a reader, how do you interpret what is said? Write your first reaction statement after reading the last two sentences of Bob’s Cover Letter.

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1. What should Bob consider when choosing the appropriate tone for his writing?

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If Bob were to consider these things that you mentioned, he may rewrite his cover letter to conclude it with (or include such phrases as):

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**Scenario 2:**

Sam just received an email that he passed the interview to be hired for his dream job. He needs to respond to the email and write an acceptance to the employer but is unsure of the tone he should take in the message.

What should Bob consider when choosing the appropriate tone for his writing?

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If he considers your appropriate tone suggestions what would he write? Use the back of this page to write 3 sentences that could potentially be in Sam’s email.