

# Communication: EMAIL DISASTERS

Look over the following email communication and fix the errors. The number next to the email indicates how many mistakes you should be finding. Make sure you look for grammar, spelling, and professional wording. Use the blank space provided to explain what you found as mistakes.

## A. At least 15 Mistakes

Dear Miss Miller,

Thanks for taking with me today about the job shadow opportunity I requested. I am super excited to learn lots about being an accounting. I just wanted to confirm the date of march 9th at 9. what should i wear? Where should i park? What else do i need to now before i come their.

See you then,

## B. At least 12

This is Mrs. Millers' intern Maddie. She asked me to assistt you.

You should plan to be here at eight and to get checked in. u will need to park in the lot north of the building. Heres a map –

[http://milwaukee.brewers.mlb.com/mil/downloads/parking\\_map.pdf](http://milwaukee.brewers.mlb.com/mil/downloads/parking_map.pdf). You have the date

right. Please dress in busines casual wear and comfy shoes you will be touring a lot and walking. Eat before you come and pack a lunch as there is not time for a formal lunch.

Also,bring a id with you to get checked-in,. You need a singed permission slip from your mom allowing you to be here if your under eightteen.

Call me with any questions you have. We are SO excited to see you!!!!!!!!!!!!!!

### C. At least 13

That all sounds great. Do you think that lululemon leggings are ok to wear? They are the only thing that I have that is business casually. My mom doesn't think taht i need to dress up very often so she wont' be me anythign nicer than that. Also i ahve some questions that i need someone to answer for the assignment in class. What's the average salary? What are teh working conditions. What is the job outlook and whats the hardest part of your job? Thanks for the info, See you monday.

**D. After the Shadow (At least 10)**

**Dear Ms. Miller:**

**I wanted to send you an email to thank you for allowing me to job shadow with you. It was a eye-opening experience. I really was happy talking to you and your staff (Mady was great). I liked the way everyone was friends who worked their and ate lunch together and brought in food. You due some really cool stuff and it was awesome to see. I feel a lot more prepared for the world of biznass that I ever even did before. You've shown me that accounting is so much more than numbers and i feel really expired.**

**Thank you again-**