



Learning Activity 11–10: Business Writing Practice

OBJECTIVE

The objective of this learning activity is to

- ♦ demonstrate the skills of creating effective written communication.



MATERIALS

For this activity, you will need

- ♦ Training Instrument 12–9: Business Writing, one copy for each learner



TIME

- ♦ 40 minutes

INSTRUCTIONS

1. Divide participants into four groups.
2. Distribute copies of Training Instrument 12–9. Assign one of the situations to each group.
3. Using the information you have discussed on effective written communications, each person will follow the instructions on the training instrument and construct an email to address the given situation. Allow 10 minutes for this process.
4. Once they have completed the email, each participant will read it to the others in their group for critique. Allow 10 minutes for this step.
5. Each group will choose one to be presented to the full class.
6. After each presentation, conduct a debriefing discussion with the class, using the questions provided.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ What did you like about this email?
- ♦ What would you like to see done differently in this email?