

## Professional Communication Assignment

**The assignment:** For this assignment, you will write an example of each of the following types of messages:

- An email to your professor asking for an extension on an assignment. It's important to note that the assignment you need an extension for is an assignment that you've had for 3 weeks.
- A transcript of a voicemail message you left for your advisor regarding a class that you're struggling with and want to drop before the deadline "tomorrow." This is an urgent message and you need your advisor to get back with you quickly so that you can meet this deadline.
- An email to the Bursar Office regarding a question about your bill.
- A text message or email to a student in one of your classes about class notes and/or an assignment. This isn't a student you know very well at all – just met actually – but you need a little help and it's the only person in the class (other than the professor) you know how to get in touch with.

**The Necessary:** For this assignment, please note the following:

- There is no specific page length or word count for this assignment. Your examples should do what they need to do in whatever space they need to do it in. It might be a long communication, or it might be a short communication.
- Your communications should be clearly labeled.
- Your submission will be graded on its professionalism as defined during our Zoom meeting.
- It is due no later than 11:59pm CST on Thursday 9/3.