

1) Revise Email

To: You [New Intern]

From: Suzanne Shi [Sales Office Manager & Your Supervisor]

Subject: Revise, ASAP! Yay WEekend.

Can you offer some feedback on this email before we send it out tonight? I put the main idea up front because I learned that in my business writing class – haha I know you're in a business writing class now so I thought you could help with this. Provide Feedback - heck even re-write the thing in order to make it clearer - and send it back to me ASAP.

- Suzanne Your FAVORITE BOSS

SUBJECT LINE: URGENT POLICY OPEN social problems and CEO ASAP

To Whom IT May Concern:

HELLO it's Friday!

~~As anyone who showed up to work last week already knows the CEO (Top Boss! Top Sales!) came to visit our carrolltton office last week and then came to our mckinney office which I consider our superstar SALES office! Last week our CEO conducted two site visits at our Carrolltton and mckinney locations. She sent me an email and said that we firsthand and completely totally need to consider how people did online business like she saw Jon shopping for sneaks and not even real ones but on a rep site which totally makes me think you aren't even aiming for hitting that year end bonus and she saw Juli watching her cat on the cat cam from the cat treat cam all stalkerish but when I told you all this in a series of emails you all thought I was sending too much email and just because I told you it was fine once to "get your business done but don't leave the office unless your with clients or a quitter" it means that you can do the business you needed to do as long as you stay in the office nonstop. Upon reveiw, it was noticed that many staff members were not focused on work. That means you meet sales goals. "DONT LIMIT YOUR CHALLENGES. CHALLENGE YOUR LIMITS.".))) I personally am completly understand all of your concerns about the need for flex time and ways~~

about keeping clients and focussed on our sales goals, you know what I mean. Let's get a new policy written for online time and fun time because all our time is work time. The social stuff like TIKTOK and all the texting and relaxing on your breaks – where's it going ot end? I get it.. Why don't we work together to write a better policy. We could answer a few questions in the road of writing up this new better policy. Some questions could be whether social and shopping helps anymore. Low key gaming maybe okay???? Golf is networking and networking is sales. What happened to clear 10-minute breaks? Could the phone lock up work instead? I could text you an hourly reminder about no shopping or gaming goal. Should we have phone breaks like our old secretary June used to take her ridiculous Should we ban using the Internet on our work computers? Should email and our screens be private or should everyone be able to see everything? Can you use it for personal stuff like fantasy sports? What if we did a screen share where everyone desktops appeared on one big

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monitor in the main area that way we could even help tag team on sales meetings? What if we stopped using the internet from 1-4 especially with appt setting? This would be inconvenient for a sales agent's office especially on weekends since employees need the internet to enter things into the MLS etc post listing, but then the SALES Agents - could focus on hitting sales. That's what matters. Also, with the new law in TX about texting & driving as we know haha howd you close that sale anyways, everyone needs to be extra careful about watching TIKTOK or playing AMONG US You're the young people who like the social so you tell me because this isn't my problem as golf is networking and networking is sales Maybe can put together all the comments. Since its Friday afternoon and many of you left because its 6pm all these comments before I head to the lake on - Let's keep focused on our sales goals.

WOOHOO WEEKEND!

Let me know ASAP about the new policy. I wasn't happy with the feedback on the breakroom policy last time I sent an email to get everyone's thoughts. FROM

Suzanne

2) Rewrite Email

Subject: Quick Survey: New Social Media & Online Shopping Policy

Hey Team,

As you know, the CEO recently visited our offices and raised concerns about social media and online shopping during work hours. We need your input to create a clear policy that balances productivity and flexibility.

Please take a moment to answer the following questions:

1. **How should we enforce short breaks without affecting productivity?**
☐ Keep current policy
☐ Set specific break times
☐ Other (please specify): _____
2. **Should we limit or ban personal internet use (social media, shopping, etc.) during work hours?**
☐ Yes
☐ No
☐ Other (please specify): _____
3. **Should we implement “no internet” hours to focus on sales activities?**
☐ Yes
☐ No
☐ Other (please specify): _____
4. **Would reminders or screen time tracking tools help maintain focus?**
☐ Yes
☐ No
☐ Other (please specify): _____

Please complete the survey by 10 AM tomorrow so we can finalize the policy.

Thanks for your input and for keeping our sales goals in focus!

Best,
Suzanne

P.S. Let's also remember no TikTok while driving—stay safe!

3) Email Response

Hi Suzanne,

Thank you for sharing the draft of the email. I've revised it to improve clarity and streamline the message for the team. The key points are now more concise, and I've adjusted the tone to ensure it is professional yet engaging. I also turned the questions into a quick survey format to make it easier for the team to provide feedback.

Please let me know if you approve of these changes or if there's anything else I can adjust.

Here's the revised email:

[Insert revised email here]

Looking forward to your feedback!

Best regards,
[Your Name]