ENGL 104

Unit 2 Individual Project Template

Name: __SAMPLE_____

Date: _____

After reading the assignment description for this Individual Project in the Virtual Classroom, answer the questions below to help you think through how you would respond to the e-mail from your organization's CEO. Once you have typed your answers to the questions, save this file on your computer and submit it in the "Unit 2 Individual Project" assignment area of the Virtual Classroom.

As a reminder, the e-mail from the CEO is as follows:

> *Team,*
>
> *Thank you for your hard work and dedication as we have navigated the difficulties of this past year. As you know, the vast majority of our team has been working from home for many months now. This has not been without its challenges, but there have also been some distinct benefits to our remote work arrangements.*
>
> *As the situation in the world looks to be improving, we are now considering the possibility of bringing the team back to the office or continuing to allow working from home. I am very much interested in your feedback. What's working with the current arrangement? What's not working? If given the choice, would you want to come back to the office or continue working from home?*
>
> *Please reply to this message with your feedback.*
>
> *Thanks for all that you do!*
>
> *[CEO Signature Block]*

In thinking about how you would plan your response, answer the following questions:

- Who is your audience?

My audience is the CEO of my company.

- What is your goal in this e-mail?

My goal is to state my preference on working from home and to make a good argument to the CEO so that they are convinced that my choice is the best one. In addition, I want to show that I have put a lot of thought into my recommendation.

- What are the pros and cons of working from home?

Some pros to working from home are employees having the flexibility to balance their work and family obligations, the company saving money on office space, and the employees saving gas money because they do not have to drive to the office every day. Some disadvantages to working from home are a lack of real social interactions with coworkers, distractions and interruptions by other people in the house, and an occasionally unstable Internet as well as other tech issues that are harder to resolve from home.

- What are the pros and cons of working in the office?

The pros to working in the office include an ability to more easily separate work and home, easier collaboration with coworkers, and in many cases, a more professional environment to work in. The cons of working in the office include having to commute to work and the gas money that requires, the fact that you may get exposed to sickness from other people, and the distraction of coworkers.

- What are 2 reasons for your choice (to work from home or work in the office)?

For me, the most important reason why I want to continue working from home is the fact that I do not have to commute. I do not like driving, especially in bad weather, so not having to drive to the office each day is a big plus. Another reason why I want to work from home is I get more done at home without the distraction of coworkers.

- What writing choices will you use to get your point across to your audience? (For example, some choices to consider might include: What greeting would you use to begin your e-mail? Do you think using numbering or bullet points to organize your e-mail would help? How will you close your e-mail?)

This e-mail is going to my company's CEO, so I will need make sure that it is professional. I will start with a greeting. Chief executive officers are also very busy, so it will be important to keep my e-mail brief. I may even use bullet points instead of long paragraphs to list my reasons for wanting to work from home.