Writing Effectively

[Name of the Writer]

[Name of the Institution]

Writing Effectively

**Communication (Effective Communication)**

Communication is the process which contains some steps through which it (communication) is done. Communication is the process where one person or organization works a sender who sends a message and the other works as the receiver who receives the message while a channel used for sending and receiving the message is involved as well.

Communication is important and almost a basic need of every organization and individual. But it is also important to consider that communication brings the desired outcomes when it is effective. The effectiveness of communication means that communication is done in the desired way and ensured the expected results for both the sender and receiver. In a business or organization, the communication means that effective and efficient accomplishment of the set and desired objectives as well as a failure based on the dependence on how the communication is done. It is crucial for the communicator (which may be an organization or it may be an individual) to analyze and understand each aspect of the communication and its entire process so that the unnecessary mistakes could be eliminated or avoided (Knapp, Vangelisti, & Caughlin, 2005).

Communication needs to use different channels which are mainly based on the different factors such as message level, privacy, importance, and urgency and area of coverage, etc. in short the effectiveness of communication mainly cut across every mode through the application of the same characteristics. These of such traits of effective communication incorporate the 10Cs for effective writing and efficient completion of the communication.

**Communication Problems in the Email**

After an in-depth analysis of the email taken from the rest, it has been found that the email is enough fine in various aspects. But it is also a fact that gaps and issues exist almost everywhere. So there are some problems identified in the email under analysis.

The problems which are identified in the email are more than a single problem. First, the content of the email cannot be considered as sufficient enough to communicate and convey the message of the sender in the desired and in the finest way. Beyond that, the content has not found enough efficient content which communicates the crucial-ness of the event to the receiver. The memo is not well explained as it is needed to be while it can be considered as too short while the event and its explanation can be seen incomplete. Furthermore, it has been found in the email that the sender states “let me know ASAP”. But, it is not professional words used while it cannot be seen as well as that what the sender wants to know about from the receiver of the email. And that is why, the message is not as accurate as it needs to be (Chapman, 2017).

The title saying the farewell party is like a wanting similarly as the grammar used. The sender is highly concerned with the message but the message written for the purpose is not clear enough to communicate the concern and information. Another problem with the email is that the sender does not communicate if the receiver (the person) is a normal staff manager of anything in particular or something more.

The message or email on the other side lack of courtesy. It is so because it can be seen that the sender commands the receiver to contribute to the organization of the party while there is a huge lack of connection or association of the content of the email. Based on my view, the flow of the message is not fine and fit as it needs to be and it is considered as one of the most critical problems in the email. In short, the flow of the message is missing while the sender has been found failing to use creativity and attraction in the email or message while inviting the participants. It is so because the sender cannot pursue the recipients to accept the invitation at hand as the closer of the email is not effective at all. Despite this, the statement used by the writer of the email (sender) to end up the memo is not fully appropriate. Here, it is best for the sender to use the words “Good Bye” and do not leave the message at a hanging point (Knapp, Vangelisti, & Caughlin, 2005).

**Email (Re-Written)**

To: Mr. Bobby Johnson

Subject**:** **Invitation to the Farewell Party**

Body

Hello all, hope every one of you would be fine and fit and living a good and comfortable life. I am very happy that I take this opportunity to appreciate you for your continuous and endless support and cooperation so far.

It is my pleasure to invite every one of you to the party of one of our staff members, Mr. Joe Banyon who is going to get retired from his position. This party has been arranged as a farewell party for him as he is retiring. The party has been scheduled to take place on the coming Friday at the City Café at 6 PM. This is an honoring request from some of his close friends to him for his long period and stay and incredible contribution to the success of the organization by his valued services.

In association with the above, every one of us is hoped to have the contribution of some small amount of money as per everyone’s affordability, so that the success of this historic event can be ensured. It would also aid in the provision of certification of appreciation to him for his credible contribution and successful journey and stay at the organization.

I would be available to respond to you all anytime you need any assistance or information. So, contact me regarding anything you have regarding the event.

Looking forward to having you all at this amazing event and you all are most welcome.

**Thank you**

**Cs Used To Improve Email**

* The first of the Cs in the re-written email is the aspect of the content. The content has been improved which provides sufficient information about the party. The email has been changed and improved in a way that it now clearly states that what the party is about and who the party is arranged for.
* Another aspect is courtesy. Firstly the statement for contribution was an order but it is now a request and based on one’s affordability. Beyond that, the new email is clearer than the last one. It is fully understandable and provides full information about the party as well.
* In the re-written email, correctness can be observed as well. The issues regarding grammar have to be eliminated and made the email look fully clear, fine, and professional to the reader or concerns regarding the main message (Chapman, 2017).
* Last but not least, the closure of the mail has been improved as well. The last phase of the mail clearly shows that the email got finished and it improves the overall flow of the email and message written.

**Strategies for More Effective Message**

A number of strategies are there which can be used to compose a more effective message. But the most credible ones are;

1. Making it clear that who is actually sending the message or email because it would increase the association between the sender and receiver.
2. Application of relevance, where the sender makes sure the containing information is clear enough and appropriate to the receiver as well as regarding the main message.
3. The last strategy is personalization. Here the sender should refer to the receivers through the correct title and subject. As a result, it would win the emotion of recipients and they would feel recognized when they read the message (Habil, 2010).

**References**

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