

“Bad news” letter (due Apr. 1, 2009)

As a professional writer, you might often be the person in an office asked to deliver bad news on behalf of an organization. When you do so, you must do several things:

- 1) Be polite to the recipient.
- 2) Be clear about the bad news without being insulting.
- 3) Make clear that the decision is not personal.

For this assignment, you will write a letter dedicated to one of the following two situations; you may pick which you would like to do. These should be in proper letter format.

1) You are turning down a Ms. Alicia Spencer for a job at your firm, Swansea Technical Inc. Ms. Spencer had applied for the position of senior technical editor, which in the case of your company would have meant writing and editing webpages, instructions, and advertising copy for your firm, which produces shareware video games for the Mac and PC. Ms. Spencer was reasonably qualified for the job, but was not amongst your top three choices, the first of whom accepted the job. The major reason for not considering her more seriously was that she had less experience with the technical side of webpages, particularly Flash animation and PHP, than the best candidates.

Your name is your own and your title is Head of Human Resources. The relevant addresses are:

Swansea Technical Inc., 5761 E. Lakeview Blvd., Branston, ON, M8D3Y4
Ms. Alicia Spencer, 165 E. St. Francis St. W, Toronto, ON, M6G7U1

2) You are refusing funding to an arts community project. You represent a small grant-giving agency of the Ontarian government. This year you have had some slight budget cuts due to provincial monies being diverted to health care. The applicant, the Blue Sky Theatre Group, specializes in outdoor summer theatre in parks, and while fairly new has received very good reviews. However, the Blue Sky Theatre Group was competing with longer-established arts groups that could run year-round and that did not require the special insurance needed by outdoor public theatre groups. Thus, while it was a serious contender for a grant, it was deemed too risky an investment.

Your name is your own and your title is Community Outreach Officer. The relevant addresses are:

The Ontarian Small Arts Grants Office, 553 Queen’s Park Way, Ste. 92, Ottawa, ON, J9A8V5
The Blue Sky Theatre Group, 761 Danziel Ave., Second Floor, Perth, ON, K7H3J9