

## Teaching Audience and Tone to Business Writing Students: SAMPLE STUDENT WORK

Tammy Rice-Bailey  
University of Wisconsin-Milwaukee

### SAMPLE INITIAL TEXT MESSAGES (Audience = Friends):

- *Our professor just had us listen to some really depressing music. I hated it.*
- *Hey – I just heard some pretty cool music, but it reminded me of a funeral.*
- *I'm not sure what is going on today. My instructor wants us to write about our feelings on some really boring music.*

**SAMPLE E-MAIL MESSAGE (Audience = Boss):**

*Dear Professor Rice-Bailey:*

*Thank you for suggesting a piece of music for our radio ad for Kids AAA Arcade. Although the music is quite moving, we would like to discuss some alternatives with you. We believe that these alternatives would better represent the fast-paced, fun environment of Kids AAA Arcade. What is your availability for the rest of this week?*

*Thank you,*

*John, Sheila, and Jose*