WRITING "BAD-NEWS" MESSAGES IN THE "REAL" BUSINESS WORLD
NOTE TAKING GUIDE

While the other students are presenting, use the graphic organizer to take notes. You will need this information to be able to draw conclusions about writing negative messages in the "real" business world.

Type of company	Position of the businessperson	Types of written bad-news messages	Basic structure of the message	Specific language used	Other

Analyzing the information in the note-taking guide above, draw conclusions and show the trends of bad-news messages of the context by making a graph.