

Professional Tone Gamble!

HUANG, 2023

Rules

Begin with \$100 per group

Minimum bet = \$10 (you MUST bet)

Two rounds

Money exchanged for bonuses

Money Exchanged for Bonuses

Cost	Item	Applied to
\$50	Erase a tardy	Each person in the group (prize applied to everyone for one price)
\$150	Erase 1 missing homework (max 10 points; can only be used twice)	
\$200	Add 1 bonus point to an assignment (any type; can only be used once)	
\$300	24 hour deadline extension (major assignment)	

Round 1!

You and your team have 30 seconds to decide if the sentence is fine or if it needs revision for **professional / business tone**.

- *Hint: The message should be clear, concise, and appropriate for the given context.*

Your team **MUST** bet on your answer (minimum bet \$10; **MAXIMUM** bet \$30)

1. OK or Needs Revision?

A decision has been made to reject the proposed plan as it is not unlike previous ineffective versions.

Context: A memo to employees

1. OK or Needs Revision?

A decision has been made to reject the proposed plan as it is not unlike previous ineffective versions.

Context: A memo to employees

Needs Revision!

2. OK or Needs Revision?

Our trained drivers will deliver your packages quickly and safely.

Context: A website message to customers

2. OK or Needs Revision?

Our trained drivers will deliver your packages quickly and safely.

Context: A website message to customers

OK!

3. OK or Needs Revision?

Currently, there are no positions available for a person with your qualifications.

Context: An email to a job seeker

3. OK or Needs Revision?

Currently, there are no positions available for a person with your qualifications.

Context: An email to a job seeker

OK!

4. OK or Needs Revision?

We will endeavor to assist you.

Context: A website message to customers

4. OK or Needs Revision?

We will endeavor to assist you.

Context: A website message to customers

Needs Revision!

5. OK or Needs Revision?

Let's meet Monday, October 17, at 10am to review and assign projects.

Context: An email to a work team

5. OK or Needs Revision?

Let's meet Monday, October 17, at 10am to review and assign projects.

Context: An email to a work team

OK!

6. OK or Needs Revision?

FYI, our team will provide updates ASAP.

Context: An email to a superior

6. OK or Needs Revision?

FYI, our team will provide updates ASAP.

Context: An email to a superior

Needs Revision!

7. OK or Needs Revision?

No one on the board is unable to cast a
vote.

Context: An email to investors

7. OK or Needs Revision?

No one on the board is unable to cast a
vote.

Context: An email to investors

Needs Revision!

8. OK or Needs Revision?

Only the primary beneficiary may receive these dividends.

Context: A letter to clients

8. OK or Needs Revision?

Only the primary beneficiary may receive these dividends.

Context: A letter to clients

OK!

9. OK or Needs Revision?

A spokesman for the company gave assurance that the merger would be a win-win for investors.

Context: A report to management

9. OK or Needs Revision?

A spokesman for the company gave assurance that the merger would be a win-win for investors.

Context: A report to management

Needs Revision!

10. OK or Needs Revision?

You should read the entire proxy statement and its appendices carefully before you decide how to vote.

Context: A report to investors

10. OK or Needs Revision?

You should read the entire proxy statement and its appendices carefully before you decide how to vote.

Context: A report to investors

OK!

Round 2!

With your team, you will have 2 minutes to revise each sentence for correct **professional tone (including proper grammar)**.

I will be the judge.

The team **MUST** bet on the correctness of their revision (minimum bet still \$10; **MAXIMUM** bet \$100).

Revise! (2 minutes per) Place your bets!

1. A decision has been made to reject the proposed plan as it is not unlike previous ineffective versions.
 - Context: A memo to employees
2. We will endeavor to assist you.
 - Context: A website message to customers

Revise! (2 minutes per) Place your bets!

3. FYI, our team will provide updates ASAP.
 - Context: An email to a superior

4. No one on the board is unable to cast a vote.
 - Context: An email to investors

Revise! (2 minutes per) Place your bets!

5. A spokesman for the company gave assurance that the merger would be a win-win for investors.
 - Context: A report to management

Time to Cash In!

Cost	Item	Applied to
\$50	Erase a tardy	Each person in the group (prize applied to everyone for one price)
\$150	Erase 1 missing homework (max 10 points; can only be used twice)	
\$200	Add 1 bonus point to an assignment (any type; can only be used once)	
\$300	24 hour deadline extension (major assignment)	