

Message: I will be going on vacation for two weeks to Ocean City, New Jersey.

Family/Friend Version: Sister (Name- Julia)

Hey Julia, it's Brooke. How are you doing? I just wanted to let you know that I'll be going on vacation to Ocean City New Jersey for 2 weeks. I'm very excited because it has been so long since I have been there. I am going to visit all of our favorite shops on the boardwalk we used to go to when we used to go there as kids. I will have to get us matching sweatshirts again! Please tell Courtney I said hi and let her know I was asking about her. I will talk to you later and can't wait to see you when I get back! I am definitely going to tell you all about my trip!

Professor/Teacher Version:

Good afternoon Ms. Funderburk, I am messaging you to inform you that I will be on vacation in Ocean City, New Jersey from April 10th to April 24th, which means unfortunately I will be out of school for two weeks. I want to make sure I stay on track with all of my assignments so I can keep my grades up and don't fall behind. When I see you in class before I leave I will turn in all of my early assignments. If there is anything else you would like me to complete before I leave please let me know and I will complete it as soon as possible. I can also meet with you when I return if that is any easier for you. I hope you have a great rest of your day. I appreciate your time and understanding as I prepare for my trip. Thank you for working with me to make sure I don't fall behind.

Sincerely,

Brooke E. Gaumer

Boss/Professional Contact Version: Manager (Name- Mr. Smith)

Good afternoon Mr. Smith, I hope you are doing well. I wanted to make you aware of an upcoming vacation I will be taking. My trip will be in Ocean City New Jersey from April 10th to

the 24th. I will need to take off work these 14 days, and will be able to return to my typical schedule as soon as I return. If you have any questions or concerns please do not hesitate to reach out to me. I greatly appreciate your time and understanding. I will see you at work Monday!

Sincerely,

Brooke E. Gaumer

Reflection:

After targeting my writing to these three audiences, I realized how much my tone shifts as I am speaking to different people. When I was writing to my sister I was very casual, talked about memories we shared, and used shorter words. When I was writing to my teacher I was formal and respectful. And finally, when I was writing to my manager I was professional and kept my message straight to the point. In my opinion the easiest messages to write were to my sister and teacher. For my job that I have I typically communicate to my managers over a phone call or in person, so I wasn't used to typing a message, which made it more challenging.