

## 3.5.17: Short Informative Messages

### Learning Objectives

- Write a short informative message.

Short, informative messages can take a variety of forms. For example, a quick communication to a teammate can utilize IM technology and provide a vehicle for a quick response. These messages tend to be more conversational in structure and resemble a chat more than an email or other document (Figure 1).

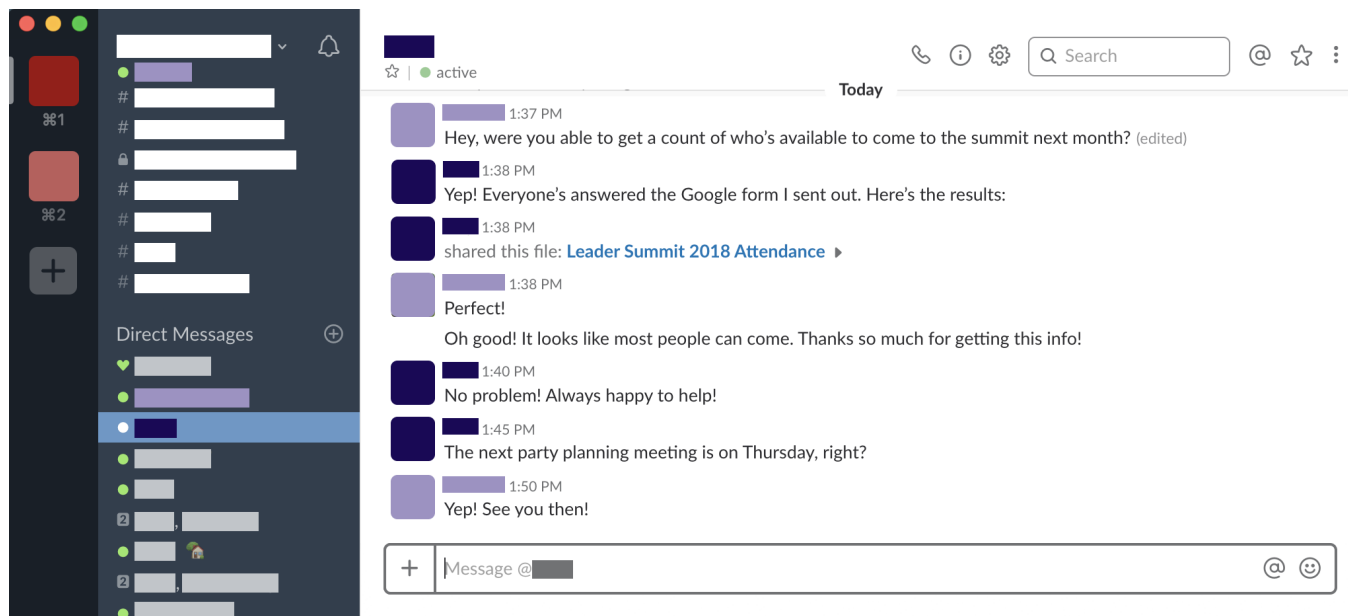


Figure 1. A chat conversation between two coworkers discussing attendance of a future summit.

Another form of a short informative message could be a Twitter message, or tweet. Tweets are better for communicating with larger audiences, possibly external as well; in fact, one of the primary uses of Twitter (by companies) is advertising and promoting their brands. (We discussed Twitter in more depth in Module 10: Social Media.)

If the situation requires a more formal approach for your message, sending an email is usually more appropriate. In this example, the communication is being sent to a company executive from a subordinate.

To: Dave McCann

CC:

Subject: Change Of Plans (the customer wants to meet before lunch tomorrow)

From: Jon Parks

Good morning Dave,

Our contact just sent me a message requesting that we meet in their lobby at 11:00 am instead of meeting for lunch at 12. Will that work for your schedule?

Thank you,

Jon

Jon Parks

Senior Account Manager

Code Software

## ? PRACTICE QUESTIONS

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