

Workplace Message Companion

NAME _____ DATE _____ PERIOD _____

Use this companion after FYF pp. 147-148

The workbook is the writing surface for the fictional Little Library message. This page adds only the fixed-fact workplace rewrite and transfer evidence. Do not post from a real account or use a real address, photo, handle, phone number, or personal name.

Rewrite one fixed workplace message

Choose one. Use only the supplied facts.

A. Supply update: “Stuff is low. Someone should get more.” Facts: the Room 204 cabinet has 12 pairs of medium gloves and no large gloves; the next delivery is Friday; notify the supply lead today.

B. Schedule update: “Your thing moved.” Facts: the fictional orientation moved from Tuesday at 3:30 p.m. to Thursday at 3:30 p.m.; location remains Training Room B; questions go to the program office through the official portal.

C. Repair request: “The cart is messed up.” Facts: cart C-14's front-left wheel sticks when the cart carries more than 20 pounds; remove it from use and send the request to Facilities.

Audience: _____ Action the reader must take: _____

Rewritten message:

Complete frame: “The *_ is*. Please *_ by*. Questions should go to ____.”

Notice + Question + Next Step

Notice: _____

Question: _____

Next step: _____

Transfer check

How does the reader change between two careers? _____

What writing quality stays important in both? _____