

Core Skills Analysis

Communication Skills

- The student has developed the ability to structure emails clearly and concisely, enhancing their written communication skills.
- They practiced responding appropriately to various tones and levels of formality, which is essential in professional interactions.
- The activity helped the student recognize and apply the importance of audience awareness, crafting tailored messages based on the recipient's perspective.
- Through the exchange, the student learned the significance of etiquette and professionalism in email correspondence, fostering respect in written communication.

Business Studies

- The student gained insight into the concept of professional networking through email interactions, understanding its role in building relationships.
- They learned about the key elements of negotiation and persuasion, as trading emails often involves making offers and counteroffers.
- The activity introduced the student to the importance of clarity in business communication, reinforcing how misinterpretation can affect professional relations.
- By analyzing trading scenarios, the student explored the fundamentals of trade principles and mutual benefit in business dealings.

Information Technology

- The student enhanced their digital literacy by utilizing email platforms effectively, learning to navigate various features and tools.
- They explored how to manage and organize digital correspondence, understanding the importance of maintaining an organized inbox.
- The activity provided the opportunity to practice cybersecurity awareness, as the student learned to recognize phishing attempts and secure their communications.
- They developed skills in formatting and visual presentation of emails, which is crucial in creating professional documents.

Tips

To further enhance the student's learning in communication and business, consider incorporating role-play scenarios where they can practice negotiations and responses to varying levels of request. Encourage the student to participate in group discussions or forums that mesh with their email communications, facilitating active dialogue. Additionally, fostering a critique mechanism on some of their written communications can sharpen their editing and proofreading skills. Exploring online courses related to email etiquette and business communication could also be beneficial.

Book Recommendations

- [Crucial Conversations: Tools for Talking When Stakes Are High](#) by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler: This book offers techniques for effective communication under pressure and in challenging situations.
- [The Art of Business Communication](#) by Mark M. W. Ingham: A guide to improving written and verbal communication in the business world, focusing on clarity and professionalism.
- [Email Etiquette: Write to Win](#) by B. T. Anstadt: This book discusses the dos and don'ts of email communication and how to achieve effective results in digital correspondence.

Learning Standards

- SPAG.8: Write for a range of purposes and audiences, developing important language and style.
- EC3.2: Understand the principles of effective business communication.
- IT6.1: Develop the ability to analyze and use digital tools effectively.