

[REDACTED]  
Assignment 01: 893831  
[REDACTED]  
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[REDACTED]

### Question 1

From: Troposfashions@gmail.com

To: Khumalo1designer@gmail.com

Date: 10 March 2018, 08:45

Subject: Congratulations. **Inappropriate:** Your subject line should convey the purpose of the e-mail

**Inappropriate register**  
Excellence achievement does not go unrecognised. I was thrilled to hear about Bongiwe khumalo's new venture. I couldn't wait to be the first one to congratulate her on the showcase of her new collection at the London fashion week. **state the purpose clearly**

I will be honoured to stock her designs at my boutique, please let me know if she thinks it's possible.

Send my regards. **inappropriate register**

**You failed to provide text of sufficient**

8

## Question 2

## Sanibonani yebo interior furnishers

Minutes of a meeting of sales improvement in rural market areas held in the boardroom at 09:00 on 20 April 2017.

## 1. Welcome

Chairperson started the meeting.

## 2. Present

Abby Wilson: Manager of the company.

Not required

General staff: Jack Peterson, John Ruting, Alice Linnes, Donald Peters and Jennifer Miles.

## 3. New Matters

## 3.1 Improving rural market areas

Alice Linnes suggested that the rural customers would appreciate to be treated as important as customers living in the cities. She stated that we should give our rural sales teams more help with advanced customer information reporting. Some members of the board agreed.

## 3.2 New Methods

Jack Peterson presented the new method to reach out to the rural customers. In his presentation, he included that the management team will start a survey which will be specifically collecting data on the spending habits of the areas. After the completion of tasks, the collected data will be sent to team sales.

Mr Abby will visit the sales teams at their respective workplaces accompanied by Jack.

## 4. Next meeting

25 May 2018 at morning valley auditorium at 09:00

## 5. Closure

The meeting was closed.

  
A. Wilson

Chairperson

05 February 2018

8

Refer to the guide for the correct format of minute writing

**DECLARATION**

Name and student number

Assignment topic

I declare that this assignment is my own work. Where secondary material has been used (either from a printed source or from the internet), this has been carefully acknowledged and referenced in accordance with departmental requirements. I understand what plagiarism is and am aware of the department's policy in this regard. I have not allowed anyone else to borrow or copy my work.

Signature

