Researched Persuasive Letter Assignment (20%) Audience, Purpose, and Circumstances for Communication: You have noticed a problem in the workplace that corresponds to your chosen research topic. You want to bring this problem to the attention of someone in charge (ie. an employer, union representative, HR manager, supervisor, etc.). You need to convince them that this is a serious problem and that they need to take action to fix it. Make sure to choose someone who has the power or influence to address your issue (see Module 6 for more instruction on how to choose your audience). Content: Your message should ● describe the problem ● explain who is affected and how ● why this is an important issue ● suggest that they take further action. You should draw the information that you present on your issue from the sources you have found and taken notes on. You should use a minimum of two sources to compose your message. Working with outside sources in routine messages: Be sure to reference the original sources of your information in your message so that your audience easily find and read them, if they want to. Informal reference methods are fine for this assignment (see Module 6 for more instruction on informal referencing). Aim to select only key points from your sources, summarizing and paraphrasing without copying the original wording of your sources or quoting at length. Format and Organization: You will be writing a letter using the indirect approach to persuasive organization. You can find models of letter format in Module 3 and the outline for the indirect approach for persuasive messages in Module 4. Process: Step 1: Take focused notes on your two sources, gathering the relevant information necessary to achieve your purpose with your audience (Journal Entry #6) Step 2: Draft your letter and revise it paying attention to letter format, indirect persuasive organization, and professional and reader-focused tone. Don’t forget to include informal citations for your two research sources! Step 3: Submit a revised, digital copy of your message to Blackboard by midnight on the due date.