

Communicating Through Email

Write an email, based on the following scenario:

You are a member of a project team in a large architectural and engineering firm that is submitting a design proposal for a major new university library. The firm has offices in three different cities, and not all of the five members of the team are located in the same office. The team consists of:

- **Tom**, a structural engineer in charge of weight-load analysis;
- **You**, a materials engineer, in charge of determining the kinds and quantities of building materials for the structure;
- **Diya**, the financial analyst in charge of overseeing the project budget;
- **Marcus**, in charge of the internal design specifications; and
- **Lisa**, an architect overseeing the whole proposal.

Tom works in a different location from you. Although you have never collaborated with him before, you have heard that he is a well regarded structural engineer. However, over the past several weeks he has been chronically failing to meet short-term deadlines on this project and only intermittently responds to email and voicemail messages. Your component of the proposal crucially depends on his analysis of certain structural requirements of the building, so your own work is being held up by him. The financial component of the project, in turn, depends in part on your recommended specifications for building materials. Consequently, that component of the proposal is also being delayed. You are very worried that you will fail to meet the deadline for this very important design proposal. It's a large and potentially very lucrative project for the firm; and it's not inconceivable that some people's jobs could be at stake (including your own) if this deadline is missed.

Write an email to Tom, to the project supervisor, Lisa, or to the whole group, addressing the problem. (Assume that you have met all of these people in person, and that Lisa has supervised at least one other project that you have worked on.)

Variables to consider:

What is the point of the email?

Who do you email?

Do you CC or BCC some people? Why or why not?

What tone do you adopt?