Professional Communication -   
Tone Activity

Now that you’ve learned a bit more about professionalism and good use of tone in written communication, try some practice. Please read each of these examples. How would you rephrase to make each sound more positive? Keep in mind that you want to focus on being confident, courteous, positive, and that you want to avoid non-discriminatory language. Type your revised statement.

The problem we have at hand is…



We must implement the first solution.



I am unable to provide the report before Wednesday afternoon.



I don’t like the new plan.