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How to write a problem solution essay pdf

Many business owners fear to write formal collection letters and apologies for fear of alienating or further offending their customers. In both cases, it is necessary to face an important concern and at the same time maintain the good will of the customer. Once you understand some underlying principles about writing trouble resolution letters, you will learn how these types of letters can be written in a way that generates good will. It could be useful to think of a problem-solution letter as a miniature essay written in a business letter format. follow the same format, adopt the same style and use the same 12-point times new Roman character as you would in any business letter. the only changes you should make are the words used in the body and in the closing sections. most troubleshooting letters also include the enclosures. indicate this by typing "Enclosures" a line under the closure and then list the name of each document that you include with the letter. short, direct and personalized letters reduce the possibility of misunderstandings and are often the most effective. Moreover, words with a positive touch are more likely to produce a positive response. the purdue university online writing lab suggests that you avoid words and phrases such as "unfortunate," "unable to," "problem" and "failure", which transmit unpleasant facts. Instead, emphasize what you can or are willing to do rather than what you can or will not do. open and close the letter with simple direct statements. anstatement as "Thank you for taking time to explain your concern about ..." references and identifies the problem. close with a statement that emphasizes your desire to preserve the relationship. declarations such as "we appreciate your business" or "we bet to provide the high quality customer service you expect from our company" are two common examples. in the first subparagraph of the body, relevant reference information and previous communications to show that you understand the concern of the customer. offer a clear and specific solution to the problem – including good will gestures and actions you have already taken or intend to take – to the third paragraph. For example, if you are writing a first-demand letter of collection, note the previous good payment record of the customer, but remind the customer the payment dates, as a solution, offer to work with the customer to set alternative payment agreements or extend the payment date in exchange for a return call. there are many different types of proposed essays that you may need to write at some point. One thing that all the proposals have in common is that they present the public with a problem or a problem and propose action or a solution. your essay will be on the implementation of your solution. declare the general solution to the problem or problem that you are facing. For example, if your proposal is on how to solve a training program, your general solution might be something like this, "Bringing in aThe trainer can help solve many of the problems surrounding the current business training program." Depart the implementation of your solution in individual tasks. Each task should take one step. For example, the first step in the proposed solution could be to get recommendations for professional trainers. Explain how each separate task of your solution will be completed. Use action verbs and specific details. Include which materials will be necessary for each task. For example, getting recommendations for a professional trainer entails additional work by staff members who need to get recommendations. Other tasks may require special equipment or additional business materials. Add the cost of each task and therefore the total cost of implementation of the proposed solution. For example, each task in the previous example could cost a number of extraordinary hours for staff members who complete the activities. Then, you should add the cost of actually taking a professional coach. Include this information in your proposed paper. College Writing 2.1x is an introduction to academic writing for English language students, focusing on the development of the essay, grammatical correctness and self-editing. The five-week course includes a revision of basic grammar terminology and understanding; writing effective sentences and paragraphs; Introductions and conclusions; strategies for writing longer texts; and statements of thesis. The course materials will be offered through readings and videos.Optional course workbook, in ebook form, can be used for further writing jobs. Students will participate in online discussions and peer review. Students will complete an essay for this part of the course. In collaboration with the UC Berkeley State Department, UC Berkeley is collaborating with the US State Department to extend the scope of College Writing 2X. The US Embassies participating will personally host easy discussion sessions around the course content to maximize learning experience. The State Department supported education The US network will also offer facilitated discussions in some places for students interested in pursuing higher education in the United States. This partnership is part of the English Education Alliance (E2A), a global effort of the US State Department to address global demand for 21st century language skills. 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