Moodle10 – Acceptance and Refusal Letters—What You Need to Know about the Rhetoric of Bad News

Congratulations! You’ve just been offered a job to die for and one you’d perhaps rather die than accept.


SWW: Accepting or Declining a job Offer: pp. 286-288

Before you compose your two letters—one accepting and the other rejecting the same job, let’s consider some of our usual questions:

1. What's the purpose of your letter?
2. What are your rhetorical constraints? (What can you NOT write in this situation?)
3. What do you need to ask your reader?
4. What information do you need to tell your reader?
5. What kind of ethos do you need to establish in this letter?
6. What kind of tone do you need to use throughout your letter?

After you've answered these questions for each letter:

1) Please write a Job Acceptance and a Job Refusal letter (of no more than 300 words) addressed to the Job Description you’ll be using for Project #1——
   a. The first letter will accept the job of your dreams.
   b. The other will refuse the job of your nightmares (the same job as in a).
2) Compare and contrast the differing rhetorical constraints between your two letters, i.e. write a rhetorical analysis clearly defining what the purpose of each is and how the letters differ as a result.

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<td>Ashley</td>
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