**“We’ve Decided to Go in a Different Direction…”**

**Option #1**

Imagine that you work for a company and you are in charge of hiring the next employee.

You personally have done all of the advertising for the position, scheduling, and conducting all of the interviews. Some of the applicants received second interviews but it all comes down to ONE position available.

Now you must write a letter to several people who applied who did NOT get the job. Some of the candidates were obviously not right for the job but many were of them were and you can only send out one letter to all who did not get the job. This was a very difficult decision and you feel like you have chosen the right person for the job.

For those who did NOT get the job, you must:

* **Write a rejection letter which sounds sincere enough and yet not too personal.**
* **Give no hint of your evaluation of resume’, interview, or their prospects for the job.**
* **You can ONLY use positive and inclusive words/phrases. You CANNOT use any negative or exclusive words/phases.**
* **No using words like: better, worse, could have, would have, should have, can’t, won’t, not, cannot, etc.**
* **The goal of the writing is to make them feel like you are not a robot giving them the news but they didn’t get the job and it wasn’t anything that they did or didn’t do.**
* **The letter must be 2-4 regular-sized paragraphs, be addressed in letter format.**

**“No Ethos for You”**

**Option #2**

Imagine that you work for a credit company. Your job is to grant and deny financial credit lines to people who have applied for credit.

You do not know any of the applicants personally. However, you want to retain a warm and genuine tone.

Not you must write a letter that will be a template which you will use to deny someone credit. This will go out to people who did not meet the company’s standards for credit approval. There will be a range of people from 18-90 year olds. These people may be single and wanting money to play with or they may be parents who are trying to find work and get by so they can feed/clothe their children. They will all receive the same letter from you.

For those who have NOT been granted credit, you must:

* **Write a rejection letter which sounds sincere enough and yet not too personal.**
* **Give no hint of your evaluation of their application, interview, or their prospects for credit now or in the future.**
* **You can ONLY use positive and inclusive words/phrases. You CANNOT use any negative or exclusive words/phases.**
* **No using words like: better, worse, could have, would have, should have, can’t, won’t, not, cannot, etc.**
* **The goal of the writing is to make them feel like you are not a robot giving them the news but they were not approved and it wasn’t anything that they did or didn’t do.**
* **The letter must be 2-4 regular-sized paragraphs, be addressed in letter format.**