# Assignment 3: Business Communication Workshop (BCW) FA22-BCE-A/B

## Question 1: E-mail to Employees about Floating Holiday Policy Change

**Subject:** Proposed Change to Floating Holiday Policy - Your Input Needed

Dear Team,

I hope this message finds you well. As part of our efforts to enhance employee satisfaction, we are reviewing our floating holiday policy. Currently, all employees enjoy 11 standard holidays plus one floating holiday, selected through a company-wide vote, resulting in a uniform day off for everyone. Management is now considering a new option where each employee can choose their own floating holiday, subject to departmental staffing needs. In cases of overlapping requests, seniority will determine approval.

We’d like your input on whether to:

1. Retain the current company-wide floating holiday, or
2. Adopt the new plan allowing individual selection, pending staffing approval.

Please reply to this email with your preference by **May 19, 2025**. Your feedback is invaluable as we aim to create policies that work for everyone.

Thank you for your time and input.

Best regards,  
Muhammad Faizan Shurjeel  
Human Resources

## Question 2: Improved Memo Opening Paragraph

**Main Idea:** Certain employees are authorized to attend a seminar on telecommuting and telework policies on March 22.

**Subject:** Seminar Attendance Approval

**Improved Opening Sentence:**  
The following employees are authorized to attend the “Telecommuting and Telework Policies” seminar on March 22: Darrell Walters, Akil Jackson, and Amy Woods.

## Question 3: Memo to Marketing Department Staff

**To:** Marketing Department Staff  
**From:** Linda M. Trojner, Marketing Director  
**Subject:** Instructions for Copying Images and Text from PDF Files

Dear Team,

Many of you have asked how to copy images and text from past catalog editions (in PDF format) for the new document. Below are clear instructions for using the Snapshot Tool in Adobe Acrobat to save time and streamline your work.

**Steps to Use the Snapshot Tool:**

1. Open the PDF document in Adobe Acrobat.
2. Click the “Tools” menu at the top of the screen.
3. Locate the “Snapshot Tool” (look under “Basic” or “Select & Zoom,” depending on your Acrobat version—it’s marked by a camera icon).
4. Click the Snapshot Tool to activate it; your cursor will change to a crosshair.
5. Place the cursor at the corner of the area you want to copy.
6. Click and hold the left mouse button, then drag to outline the desired section (a rectangle will appear).
7. Release the mouse button to copy the selected area to your clipboard.
8. Open your target document (e.g., Word, Excel, or PowerPoint).
9. Paste the copied image using Ctrl+V or right-click and select “Paste.”

**Additional Tips:**

* To capture an entire page, drag the cursor across the full page.
* Note: The Snapshot Tool copies content as an image, not editable text. For text-only copying, use the Select Tool instead.

If you need help, contact our intern, [Your Name], who is skilled with this tool. Thank you for your efforts on the catalog!

Best regards,  
Linda M. Trojner  
Marketing Director

## Question 4: Thank-You Letter to Boss

Dear Supervisor,

I’m writing to sincerely thank you for hosting the elegant dinner aboard the ship in Marina Del Rey last Saturday. It was a highlight of the winter holiday season, and I’m so grateful to have been included.

The evening was unforgettable—the harbor views, the festive decorations, and the lively band set a perfect tone. I especially enjoyed the ballroom dancing and the thrill of the casino, while the delicious meal made it all the more special. Sharing this with colleagues in such a warm, welcoming setting was a treat I won’t soon forget.

Thank you again for your generosity and thoughtfulness. I’m already looking forward to future team gatherings.

Warm regards,  
Muhammad Faizan Shurjeel