

YOUR TASK. Analyze this message and list at least five faults. Then determine the main idea, organize the message to develop that idea, and remedy all the writing faults.

To: Joshua Turck <joshua.turck@bayside.com>

From: Sable Johnson <sable.johnson@bayside.com>

Subject: Interns

Cc:

Bcc:

I am writing in response to your recent inquiry. Thank you for your inquiry and for your concern. We do indeed want a strong internship program that can provide us with superior, well-trained personnel; however, the program must also, to the best of our abilities, meet government regulations.

Your inquiry about the status of our interns alarmed my staff and I. Which made us immediately begin to look into this matter more carefully. Our attorneys told us that all interns must be considered employees. They must be paid at least the minimum wage. Learning that college and university interns are legitimate only if they receive real training—and not merely doing busy work—is another major concern. Interns are not legitimate if they do any of the following: 1. If they displace a regular employee. 2. If they complete a client's work for which we bill. 3. If they are given the promise of full-time jobs at the end of training.

As mentioned earlier, I appreciate your bringing this to my attention. I would like to make arrangements for you to meet with the vice president and I to analyze this fall's internship program and give consideration to changes.

Having every single intern sign a contract saying that they are willing to accept postsecondary credit in place of wages does not provide legal protection. An intern must do more than busy work.

After reviewing our complete program, changes must be made. We believe that future interns must have a structured training program. Let's meet to discuss!

Sable Johnson, Director

Human Resources

Figure 1: Original picture

Thank you for your inquiry and for your concern. While we want a strong internship program that can provide us with superior, well-trained personnel, our program should also meet government regulations.

Your inquiry about the status of our interns alarmed my staff and I, which made us immediately begin to look into this matter more carefully. Our attorneys have told us that all interns must be considered employees. As employees, they must be paid at least the minimum wage. Another major concern is that college and university interns are legitimate only if they receive real training as opposed to doing busy work. Interns are not legitimate if they do any of the following:

1. They displace an employee
2. They compete a client's work for which we bill
3. They are given the promise of full-time jobs at the end of training

I appreciate you bringing this to my attention. I would like to make arrangements for you to meet with the vice president and I to analyze this fall's internship program and give consideration to changes.

Having every single intern sign a contract saying that they are willing to accept postsecondary credit in place of wages does not provide legal protection, because an intern must do a busy work.

Changes should be made after reviewing our complete program. We believe that future interns must have a structured training program.

Sable Johnson, Director

Human Resources