Dear Mr. Davenport,

Hello again, hope all is going well for you. As our group discussed with you in a previous email, my group and I took it upon ourselves to look at your employee handbook for the Callisburg Independent School District and provide some edits to your handbook. Our reasoning behind these edits is to provide better coherence for potential employees and current employees as well. Having an effective and cohesive handbook provides clarity and helps eliminate any misunderstandings or miscommunications with staff and parents as well.

Changed the cover page:

We decided to change the font of the cover page and reduced the size of the writing, in order for it to fit in more consistently through the page, with “School district Employee” and “Handbook 2022-2023” being in one line individually, rather than being split up in two different lines. We also decided to remove the white background of the school logo and use a more up to date picture, in order to give it a modern feel.

Modified styles and structure for consistency throughout documents:

We noticed that some of the headings were a different font size, causing inconsistency, and decided to make all the headings the same size. We also decided to increase the size of the page numbers, to be more visible to the readers.

Fixed the grammar  
Prior to editing, the document contained grammatical errors that made it quite hard to understand. We fixed this to ensure a smooth read and to foster easy understanding. We also checked for typos and fixed those as well.

Edited for conciseness and consistency  
Some sentences appeared too bogus and unnecessary so we modified those to ensure there was consistency all through and to ultimately achieve the aim of making the document easy to understand .

Thank you,

Sufyan Arshad

Bailee Sconce

Timmy Akindunni

TECM 4190, Group 1