1. What was Sarah’s biggest pre-writing challenge?

The company will fail the first audit.

Sarah has to convince everyone in the company to take the audit seriously and to do the extra work that it requires.

Two failed audits and the company could be shut down.

Some workers feel that is not their problem.

1. With reference to the different types of appeals discussed in the text, which one does Sarah use most?

3.Analyze the memo in terms of cross-functional teams Is there evidence of cross-functional conflict?

4.Should Sarah have mentioned the probability of failure? Why or why not?

I think she should, it is a way to let people pay attention on this audit.

5.How would you have written this memo? List

at least three things you would have done differently and explain why.

6.Why does Sarah not tell the others what a huge undertaking the written report is?

Do you think she was right to leave out this information?

Its wrong, its too much pressure for her, and people cannot realize the importance of the audit.

7.Should Sarah have used the threat of being shut down to reinforce the importance of the audit?

Why or why not?

No The tone is too negative.