**ASSIGNMENT #02**

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* **Section:** F2

**Question 3 – part d:**

1. We are concerned with your daily dose of our magazines, your subscription is going to expire on 30th May, please renew today to get frequent-buyer tag on our website!

**Question 4 – part b:**

***4b)*** The persuasive strategy we will use here is direct because we are asking our employees to use another parking lot, so a direct approach would be fit.

To: All Employees

From: Vice President

We have been organizing a workshop at our business place from the last few days as you can see the preparations already being started, I would need your input in this regard and would like you to use the parking lot 1km away beside the hospital from the company’s premises.

We are fully aware of your hectic schedule and this decision will make you walk 1km towards the company for two weeks but it’ll be worth it. Our employees are the heart of the company and we trust you for making this company a landmark for the upcoming generations.

We have taken this decision because our parking lot was the only space we can decorate and organize for the workshop. All employees will get one month of vehicle maintenance free from the company and 10% increase in fuel budget this month.

Please park your cars on the aforementioned parking lot from 1st April 2020 to 14th April 2020. For any upcoming issues, please contact our Employee-Relations Department.

**Question 5:**

***5) Dear Daryl,***

***“***Try not to become a man of success but rather try to become a man of value.” – Albert Einstein. You seem to have a lot of potential to become one of the best secretaries. My review on your LinkedIn profile would increase your value by 40%. For that review, you will have to work hard, because success is only when you are out of your comfort zone.

I have been watching you since long time and have spoken to you about some issues previously, I’d like to highlight on them once more to see the better side of you. So far, I have noticed that you have been late for work in morning quite often. I think I can help you in fixing that. If social media keeps you busy till late at night, I would suggest you take measures like switching off the Wi-Fi soon after dinner. You should also set consecutive alarms with intervals of 5-7 minutes, minutes, so as to make sure you are up on time for work. Secondly, the reason behind why you disappear for long breaks during work hours may as well be that you cannot probably focus and stay motivated for long hours. Let me assure you, that is a very common problem and each of us faces that almost every day. However, the key to solve it is that you remove any and every distraction that you might have on your work desk. If there is some music that helps you concentrate better, you should listen to it while working. Moreover, you should never work for too long as that is very tiring. After working for 35-40 mins, give yourself a short break of 5- 15mins where you can go and have coffee or maybe a small chat with your colleagues.

Thirdly, I understand you are new to the computers. No need to worry over as it is not something impossible. In order to help you with that, I have enclosed a link of a course that helps people become familiar with the use of computer and other software like MS Excel, PowerPoint and Word. I advise you take up that course, so you can easily become as skilled as any of us here. It is not something hard to master. Lastly, meeting project deadlines seems to be something you’re struggling with. I think this stems from simply your habit of taking long breaks. As soon as you gain control over that, I am positive that submitting task deadlines will be easier for you. Moreover, you can use task schedulers to plan your day on your smartphone or computer.

I hope this letter acts as a source of guidance for you and you take all the necessary actions that are needed. I genuinely hope that hiring you will prove to be a good choice for me and my company in the long run. Good luck!

Best Regards;

George.