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#6 – In my previous project, I was the head developer of an software application. I’ve had one partner and we always worked in together. I gave him tasks and followed up his progress by logging everything. One day, I gave him an order to fix one big bug we were experiencing at that time. However, he was busy at that time and I told him that I will fix myself because we can’t wait any longer. Unfortunately, he didn’t see my message and it resulted in us both spending time on this bug. We both managed to solve the issue but the miscommunication wasted our time as we were both working on the same task. Me being the leader of this situation, I made the right process to send the medium(being the task) with the channel(being skype at that time) with correct formulation. On his behalf, he didn’t read the message I’ve sent him afterwards. Without this misunderstanding, we could of used the wasted time with grace.

#10 – In this scenario, I’m being the middle point between the boss and the employees. Would be unappropriated to act or do anything on my own as that can result in something dramatic. The main points I would like to discuss with the boss would be:

* Established company policies.
* Set up consequences on the violation of these policies.
* The method used to track and monitor the employees.
* Report and file these warnings.

As for some ideas to these points, I could provide the following:

* Stealing work supplies: first – warning, second – fine, third – loss of job.
* Long distance calls: Long distance calls should be monitored and perhaps even recorded. This can’t violate personal privacy because the call shouldn’t have been directed for personal purposes in the first place. Pay time can be decreased with the amount of time spent on personal usage.

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#13 – Country chosen: Russia

Russia is a country with outright contradictions. 50% of its population still depends on the state. There is also many cultural issues between generations. Older Russians who were in the Soviet era have a different a more sharp and blocked view towards business corporations compared to the new-born Russians who were raised in a more liberal environment.

Constructing permits: It varies per city but per instance Moscow requires 47 numbers of steps to acquire construction permits. It may result in over a year.

Registering property: Registering property fees are relatively cheap and are among the lowest in the world. It still demands some time and effort.

Punctuality: Business punctuality is a little relaxed. Agendas may not follow as planned thus can disrupt inter-business communications. Senior directions sometimes like to demonstrate their power by keeping visitors waiting.

Honored guests: It is keen in Russian culture to be generous. Meetings may contain food and drinks to show sign of respect. Some say that Russians who are heavy drinkers may take it to their advantage but it’s often proved to be stereotypical.

Relationships: For Russians, tasks and relationships are both important. They usually tend to work with people they know well. However, business relationships are measured by the success of the task. It is also well known that a team leader promotes his friends once they are also promoted.

*Key values:*

* Emotional
* Fatalistic
* Pessimistic
* Inward facing
* Fortress mentality
* Direct

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#1 – Motor industry issue

As the project’s development goes further, we shall keep track and monitor every step in a very versatile development log. Same applies to profits. In this situation, I believe that the development process got off track. To put it back on track, we shall evaluate the finances, the progress. This will help us to define where the project is situated. Every argument aside, the situation must be resolved by facts and discipline throughout the company’s department. So the resolution steps should be defined as below:

1. State the current stages of the development.
2. Define the expenses and progress being done.
3. Define the goals of the project (from the start).
4. Question and brainstorm the possible solutions to achieve the goals without violating the budget and the customer demands. Also balance the targeted aspects that were in the conflict such as performance and design.
5. Make a new plan to successfully finalize the project without any other misunderstandings.
6. Track the project’s progress with the plan as the development continues.

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#4 – Presentation slide

February 10th 2017,

1. Budget committee meeting to be held: December 12, 2014 at 9:30 AM.
2. Meeting will take place in Conference Room 3.
3. Meeting will be called to order.
4. The group will review and approve the minutes from last quarter’s meeting.
5. Site director’s report: A closer look at cost overruns on Greentree site.
6. I will ask the finance director to report on actual vs projected quarterly revenues and expenses.
7. How can we do a better job of anticipating and preventing cost overruns?
8. What additional budget issues must be considered during this quarter?
9. Overall divisional budget and announcement of the next budget meeting.

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#3 – Choose a media for your toxic-waste achievement

Since the announcement is positive, any form shall be good to use. However, the best ones are placed into the category: news. Because it’s a news, a good place would be a newspaper and the morning news show on the television. This will target the main audience and perhaps even cheer up some people while they eat their cereals. Using the internet might result in some negative impacts such as offensive comments regarding some previous actions. A simple morning headline would be the best for this situation. This will also target the main audience which is basically the local families. You aren’t looking for a specific age group because this news is targeting everyone. Excluding too younger or older generations would be redundant. This is because we are all linked to the pollution in the world. The announcement in the end can also provide a positive cheer up towards the environment scene.

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#8 – Insurance outline

Accident Protection Insurance Plan:

* Coverage is only few pennies a day!
* Convenient payment schedule.
* No individual rate increases.
* No physical exam or health questions.
* Covers personal and shared transportation\* ( <- state the conditions below )
* Free, no obligation examination period.
* Cash paid in addition to any other insurance

*Coverage (per quarter):* Individual: 17.85$, Family: 26.85$.

*Benefits: 100’000$ death on common carrier, 20’000$ death in motor vehicle, 100$ for hospitalization daily.*

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#5 – Composting program in the office

1. You need the approval of the general manager of the company.
2. If you have a general support of the employees and the supervisors it will succeed.
3. Direct approach because it’s simpler and it will apply confidence on your speech and thus promoting it further and faster from the start ( with the supply of valid points ).
4. At first I believe it would be better to gather general opinions from few specific people at the workplace. This will allow to see their reaction. A good media could some posters around the office. This will allow to target workers during their brakes without disturbing them while they are working with emails or even worse, social media.
5. The biggest chance is that time will be consumed to run the project. This can be negative at work as time is critical. However, it will provide a positive environment on doing something good. The compost bins must be cleaned frequently or else the smell will be bad.
6. It’s obvious that some employees won’t respect the composting rules or won’t be involved into this project overall. We are all different and we all have different values. Therefore, many employees won’t do the effort because their soul won’t be affected with the values of this project.
7. Staff can actually be hard to convince sometimes in a fairly rough environment. A good way would be to explain the impacts of the project. Putting a finished plan on how the project could be execute is a plus as it will show the staff that they don’t need to plan it themselves.
8. A big announcement shall be perfect as it’ll be the perfect channel to emphasize the tone to define the values and the project’s determination.

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#1 – Baby products

*Our e-retailing company, Best Baby Gear, specializes in only the very best products for parents of newborns, infants and toddlers:* A good sentence but has a big enumeration which is redundant.

*We constantly scour the world looking for products that are good enough and well-build enough and class enough – good enough that is to take that place alongside the hundreds of other selected products that adorn the pages of our award-winning website,* [www.bestbabygear.com](http://www.bestbabygear.com)*:* The sentence is far too big and has a lot of repetition of the word “enough” which shall not even be used in this context. There is also an enumeration which can be simplified.

*We aim for the fences every time we select a product to join this portfolio; we don’t want to waste our time with onesty-twosey products that might sell a half dozen units per annum – no, we want every product to be a top-drawer success, selling at least one hundred units per specific model per year in order to justify our expense and hassle factor in adding it to the abovermentioned portofolio:*  The whole sentence is horrible in every form. You aren’t describing how you manage your company and that you’re trying “to sell everything as much as you want to”. This whole sentence can be replaced with something much smaller and simpler such as: “Come and look at our portfolio, you’ll be astonished by the amazing products we have to offer!”

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#5 – Teacher’s message

“Hello Professor Anne Brewer,

I had a rough semester due to my work. Indeed, I came to class late because I couldn’t get off on time. I would ask you to review my grade on my test if you can. I’ve tried to get the best and optimal answers and it would be highly appreciated if you can review. On the side note, I really enjoy your class sessions!

Best regards, John”