

Course Name: Communication & Presentation Skills

Course Code: SS 152

Student Name: _____

Student ID# _____

Date/ Time: May 25th, 9:37am – 10:13am

Marks: _____/10

Time allowed for question no. 2: 30 minutes

Time for uploading answer to question no. 2: 6 minutes

Q2. The following memo has faults in grammar, punctuation, spelling, capitalization, number form, repetition, wordiness, and other areas. Revise the memo keeping in mind the guidelines provided in class activities.

DATE: March 2, 200x

TO: Department Heads, Managers, and Supervisors

FROM: James Robbins, Director, Human Resources

SUBJECT: Submitting Appraisals of Performance by April 15th

1. Please be informed that performance appraisals for all you're
2. employees' are due, before April 15th . These appraisal are
3. especially important and essential this year. Because of job
4. changes, new technologys and because of office re-organization.

5. To complete your performance appraisals in the most effective
6. way, you should follow the procedures described in our employee
7. handbook, let me briefly make a review of those procedures;
 - a. Be sure each and every employee has a performance plan with 3 or 4 main objective.

- b. For each objective make an assessment of the employee on
- c. a scale of 5 (consistently exceeds requirements) to 0 (does
- d. not meet requirements at all.
- e. You should identify 3 strengths that he brings to the job.
- f. Name 3 skills that he can improve. These should pertain to
- g. skills such as Time Management rather than to behaviors
- h. such as habitual lateness.
- i. The employee should be met with to discuss his appraisal.
- j. Finish the appraisal and send the completed appraisal to this office.

- 8. We look upon appraisals like a tool for helping each worker
- 9. assess his performance. And enhance his output. If you would
- 10. like to discuss this farther, please do not hessitate to call me