**Date:**08/10/2015  
**To:** kate\_mason@scrassociates.com  
**From:** jesse\_baker@scrassociates.com  
**Subject:** Questionnaire

Hi Kate,

I'd like you to do a survey of former and prospective students to get some input on the new training function and help us decide what courses to offer. In addition, we should ask former SCR students what they liked and what areas could be improved.

I know you'll be meeting with the JAD group next week. I've already discussed the questionnaire with Jill, and she was very enthusiastic about the idea.

Try to make the questionnaire easy to read, easy to understand, and easy to tabulate. If you have any questions, please let me know.

Jesse Baker