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

Hi Kate,

I hope you are finding your way around on your second day on the job. Next week, I plan to hold a brief staff meeting to introduce new employees and discuss our role in the new training information system project.

Meanwhile, I need you to lend a hand this weekend. The business solutions group is preparing a major corporate presentation on Monday, and Lynn Chou asked me if two of our people could come in to help assemble the slides and documentation. This is a good opportunity for you to see another side of SCR operations. Please report to Marvin's office at 8:00 a.m. on Saturday, and he'll put you to work.

Good luck, and I'll check with you on Monday.

Jesse Baker