**Project 1 (of 2) Letter**

**[25 points]**

**Letter of Recommendation**

You manage the Landmark River Oaks Theatre (2009 West Gray, Houston, TX, 77019). Your film projectionist, Laura Croft, is applying for a scholarship at UH-Downtown. She wants you to write a letter of recommendation for her. If she wins this scholarship, she will probably stop working at the River Oaks.

**Instructions:**

Write a*one-page**letter* of recommendation for Laura Croft (fill the whole page). Your letter should be single spaced and use the direct strategy (which mean, state your purpose in the introduction). You will provide specific examples of the applicant’s professional skills, aptitude, and character as it matches the expectations of the scholarship she is applying for.

* First, read the **Gilead Scholarship** closely. When you write a letter of recommendation you try and emphasize the values and priorities described in the scholarship.
* Review the **Letter of Recommendation Sample** posted in Worksheets—it also includes advice for the development of your paragraphs
* Use the **Basic Facts** provided below to recommend Laura Croft. However, you have **creative flexibility** with the details.
* What do I mean by **creative flexibility?** You are encouraged to elaborate/expand on the **Basic Facts** about Laura’s key accomplishments (or work duties and skills) by **adding creative** **details**, **support**, and **context** that is relevant to the situation and improves the persuasive purpose of your letter.
* You will be graded on appropriate business letter format; grammar and punctuation; organization; concision, clarity, and fluency of language; professional tone; and persuasive detail.
* A key component of the grade depends whether or not your audience is *convinced* by your letter.
* Make sure both *addresses* are single spaced.

**Basic Facts for Writing Your Letter:**

You are NOT required to list or mention all of the facts provided.

In her present position, Ms. Croft is responsible for the following:

* Receives and checks the films.
* Repairs and stores the films when necessary.
* Loads the spools onto the projectors in the right order.
* Ensures that the films run smoothly during showings.
* Runs front of the house concession, selling food, interacting with guests.

Ms. Croft works a weekly shift, as well as helping out at film festivals that the River Oaks Theatre sponsors, such as the Red Dead Western Film Fest. She even proposed and helped organize the Summer Classics Tour, which screens double features every weekend of July with 10% of profits donated to Children’s Cancer Center. You are pleased with Lara’s work and happy to help as she is one of your best employees.

**Gilead Scholarship:** Here is the scholarship Laura Croft has provided to help you *focus* the recommendation letter:

*Gilead* *Scholarship* for any student with a major declared in art. Additional criteria: documented leadership skills; must be enrolled for at least 9 semester hours. Students interested in applying for this scholarship should include mention of all leadership and community/civic involvement.

**Send letter to:** Arthur Morgan

**Address:**

One Main Street

Houston, TX 77007

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**Project 2 (of 2) Memo Editing**

**[25 points]**

**Instructions:**

The premise of this assignment is that you have been sent by your company (ID-TECH) to a conference on the subject of workplace violence. You are required to submit a memo to your supervisor, John Romero, and provide details on the content and recommendations that you took away from the conference.

However, you still need to edit and condense your rough draft and revise the document for proper tone.

You will want to improve the memo organizationand improve the usability of the memo’s content.

**Summary of Primary Goals:**

1. **Edit the document for clarity and concision and** **proper** **tone.** Tone is created through word choice, so if a word seems awkward, or too casual, then change it.

* Focus on the facts and how to communicate them efficiently. You will *cut*, *condense*, or change any words, phrases, or sentences that are not essential to the memo.
* Try to condense the language and material on the memo by approximately 20%. The memo is currently 554 words in length.
* Proofread the document for any spelling or grammar errors.

2. **Organize the content**—the body—of the memo. Use the sample memos in Worksheets in the folder labelled, “Final Exam: Memo Samples.”

* Use these sample memos as general *models* and *inspiration* for the organization of the body of your instruction memo.
* Use any design elements from the samples that helps you effectively label and organize the material/body of the memo.

**GRADING:** You will be evaluated on the clarity and concision of the content, proper tone, memo format, *organization*, and overall usability of the document.

**COMPANY: ID-TECH**

**MEMORANDUM**

**TO:** John Romero

**FROM:** [Your Name Here]

**DATE: ????**

**SUBJECT: ????**

As previously mentioned, I went to the Office Vita Conference on February 1st. The topic pretty much focused on the subject of how companies can prevent any particular instance of workplace violence. I found the stuff they discussed totally fascinating. Although we have been fortunate to avoid serious incidents at our company, it’s better to be safe than sorry in my opinion. Since i was the representative from ID-TECH, I thought you would appreciate it if i reported a few of the most relevant recommendations for preventing workplace violence that i heard about while i attended the conference. The individual who hosted the conference is a Human Resources Consultant. He made three essential recommendations, which I will sum­marize below.

Mr. Masters is a Human Resources Consultant and keynote speaker at the conference. He made three essential recommendations. First, to prescreen job applicants was one initial thing that he recommended for any organization. He indicated that prescreening would save the company sundry money and various resources. He said it would allow us to avoid the agony of having to terminate some unstable soul later in the year. Needless to say, wise com­panies do not offer employment until after the company has gone through the process of checking a candidate’s background. He indicated that just the mention of a background check is enough to make candidates withdraw. Adopting that strategy is a no brainer in my opinion. As a result, we should not offer employment until after the candidate’s background has been checked.

After that, companies should prepare a really good employee handbook. That handbook should out­line what employees should do when they suspect possible and potential workplace violence. This handbook should include a good way for informers to be anonymous. As a matter of fact, in graduate school i recall this strange incident where I had to report another student who was using the department copier for personal use. I got pretty upset that we didn’t have an anonymous method of reporting the incident. Mr. Mathers suggested that including an employee handbook that includes methods for anonymously reporting threatening behavior is a way to ensure that employees have a safe and really awesome strategy for alerting management to warning signs.

His third recommendation had to do with recognizing red-flag behavior. This recommendation involves having employees get training from managers on how to recognize signs of potential workplace violence. What are some of these red flags? Well, let me tell you. He offered a list of 4 warnings signs that I will list below. One warning sign is an increasing number of arguments with coworkers. Another warning sign includes complaints of sexual harassment. Another warning sign is extreme changes in behavior. Another warning sign is bullying. Another warning sign is bringing a firearm to work or displaying an extreme fascination with firearms.

The last stage of resolution for handling workplace violence is to recommend counseling with the Human Resources Consultant. The benefits of this strategy are: to encourage employee accountability, protecting the company against liability, and reinforce the organization’s core values and mission statement.

Mr. Masters will also be offering another Office Vita Conference in the spring on March 8th please contact me by email or phone if you would like me to attend I would be glad to continue my research on this important subject.

**BEGIN YOUR ASSIGNMENTS BELOW AND UPLOAD AS A SINGLE DOCUMENT🡪\_**

2009 West Gray

Houston, TX 77019

December 6, 2020

Mr. Arthur Morgan

Director of Scholarship

Scholarship Office

University of Art

One Main Street

Houston, TX 77007

Dear Mr. Morgan:

It will be my pleasure to recommend Laura Croft for the Gilead Scholarship at the University of Houston in Downtown. For the past years of working with her at the theatre, she has never been late to the job, always doing her part and more, is always paying attention to the people around her and always willing to help others. She has helped the theatre grow and progressed her leadership skill to a new level.

Laura is always willing to help and go above and beyond for our company when helping our sponsor, such that she is willing to help at the many different film festival that we do every month. A big case was when she involved herself last month with the Red Dead Western Film Fest, where she was essentially the director of the festival. The event was a huge success, and it was all due to her amazing leadership skill.

Furthermore, Laura proposed her own idea and organized last summer event called the Summer Classics Tours, where we would screen double features movies every weekend of July and would donate 10% of the profit to the Children’s Cancer Center. Helping the community, while growing our theatre at the same time. The donation led to an influx of sponsorships and individuals wanting to contribute to future projects. Without her idea and involvement, this event would not have happened.

All in all, I consider her to be my best worker for all the things she has done for us at the theatre. I can assure you she would be an amazing asset and is a well deserve recipient of your scholarship.

If you have any questions or want to speak to me directly regarding Laura Croft or any details, please do not hesitate to contact me at 832-xxx-xxxx or my email at dandoan@email.com.

Yours truly,

**Dan Doan**

Dan Doan

Manager

Landmark River Oaks Theatre

**COMPANY: ID-TECH**

**MEMORANDUM**

**TO:** John Romero

**FROM:** Dan Doan

**DATE:** December 8, 2020

**SUBJECT:** Summary of Office Vita Conference

On December 1st, I attended the Office Vita Conference regarding workplace violence as the representative from our company. The discussed topics were concerning how companies can prevent instances of workplace violence, and they were all fascinating. Although, we have been fortunate enough to avoid serious incidents at our company, I would still like to report a few of the recommendations for preventing such violence happening that I heard during the discussion.

**Speaker Note**

The conference was led by Mr. Masters, who is a Human Resources Consultant and was a keynote speaker at the conference. He made three major recommendations and I will summarize them below.

**Background Check**

His first recommendation for any organization was to prescreen all job applicants. He indicated that prescreening would save the company various amount of money and resources due to avoiding hiring unreliable personnel that we would’ve to terminate later in the year. As one would expect, wise companies would not offer employment until after the company has gone through the process of checking a candidate’s background, and to follow suit, I believe this is an amazing idea, so I recommend us to adopt the idea of checking applicant’s background.

**Employee Handbook**

His next advice was that companies should prepare a good employee handbook. The handbook would outline what employees should do when they suspect possible and potential workplace violence and a way to report such by staying anonymous. Mr. Master suggested that including such handbook with ways to anonymously report threatening behavior is a way to ensure that employees have a safe and outstanding strategy for alerting management to warning signs.

**Recognizing Red-flag Behavior**

His last recommendation was to train employees to recognize red-flag behavior. This would involve managements educate employees on how to recognize signs of potential workplace violence. He listed a few of the red-flag examples:

* increasing number of arguments with coworkers
* complaints of sexual harassment
* extreme changes in behavior
* bullying
* bringing firearm to work or displaying an extreme fascination with firearms

**Final stage**

The final stage of handling workplace violence is to recommend counseling with the Human Resources Consultant. The benefits of this are:

1. To encourage employee accountability
2. Protecting the company against liability
3. Reinforce the organization’s core values and mission statement.

**Conclusion**

Adopting these recommendations would be a huge benefit to our company to prevent workplace violence and thus allow us to grow our company further without any incidents.

Mr. Masters is offering another Office Vita Conference in the spring on March 8th, please notify me if you would like for me to continue my research on this important subject.