David Ineh

Std. No 201737582

English 1090

2018-04-02

**The Memo**

Focusing on the approach Todd takes in raising the spirits of his employees, we notice the change in tone or manner from a friendly to a strict one. How does Todd’s memo differ from a normal office memo? Why is does he want their work to improve? How can he make them improve? Why is it so important they improve? And what exactly is their work in Room 6?

The memo from Todd seems to be very informal. First, he’s approach is very soft and not office-like. Normally, an office is usually and always formal. We can make an argument that it depends on the work that is been done. From the text it looks like a friends and family job until he mentions the people at the top, but still is looks like the job is not legal, so we can assume or say its not very organized like other legal businesses.

Todd begins by encouraging workers to have a positive attitude. He explains why being positive about their work is important “we have a job to do … we all know that one way to a job poli is to be negative about it.” [83] he goes further giving and instance ,’if we spend one hour before the shop-cleaning talking down the process of cleaning the shelf … we make the process more difficult “[84] “[do I want to clean it happy or sad ?]”[84] he asks , “ what mental state helps me clean that shelf well and quickly? [ Avoid a negative mental state]” [88]. He also explained how he and his sons had to complete a difficult task while on vacation. They couldn’t complete the task in their first trail, but a former marine told them what they needed to do to – “what we needed was some mind over matter...” [85]. Just like the former marine encouraged them, Todd is also in the same shoes. He points out that with a positive mental state they can clean it well and quickly. So be positive. Apart from persuading them to be positive towards their work in room 6, they should try not to investigate every aspect or the work they do in room 6 in terms as if its good/bad. He uses Andy’s work back in October “remember that record – breaking week Andy gad back in October when he doubled his usual number of units?... forgetting namby-pamby thoughts at right/wrong?” [86] unfortunate Andy’s performance has dropped hugely. Todd suggests “he’s being neurotic, and second guessing has actions of October [87] Even though Todd aware of how hard the work is - “I’ve done some things in room 6 that didn’t leave me feeling wonderful.” [88]. Todd simply wants them to work without thinking about what they are doing.

As Todd transitions to why it is very important they get their numbers up, his tone shifts to sinister as it argues against being moral and insists that those at the top care only about numbers “At the sectional meeting I was that numbers are not to go down further “[88]. Even when he lies to justify their low performance”. Look my guys are tired physically and psychologically “, [88]. The people at top made it very clear to remind the staffs including himself what would happen if things didn’t improve -” I was asked to remind you that if we are unable to clean or assigned “shelf”, someone else will be brought in to clean that “shelf”[and] we may find our selves being that “shelf”[88] . Although its not clearly stated, we can assume that Todd means that they will get disposed of and the people that replace them will be the one disposing them. Todd also reminded them what they witnessed in room 6 –“the regrets on the faces at the “shelves” [89]. But what exactly are they doing in room 6 that deserves such reprimanding from Todd? Still a mystery but it very important that their work in room 6 improves. To sum it all up, Todd’s memorandum was about two things; Positive attitude towards their work and Consequence they will face if they fail to get their numbers up.

To round it all up, Todd’s letter to his employees was just about having g a positive attitude towards the work they are doing especially in room 6(still a mystery), and what will happen if the people at the top don’t see a positive change in the numbers. Overall, his approach made him look like a very sarcastic boss.