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ENGL 230, Week 6

Anthony Meunier

1. To obtain information from a county official about building permits for a report you have been assigned to deliver to senior management

Do I need to obtain a building permit for the type of facility my company is looking to build?

What type of building permit do I need?

What are the necessary steps I need to take in order to obtain this building permit?

1. To write a biography of a long-time employee for a special presentation at her retirement party

What is your fondest memory of working for the company?

Of all your accomplishments, which one has stood out the most to you?

How many years have you worked here?

1. To counsel a subordinate about a problem he or she is having keeping his or her business expenses within budget guidelines

What is the biggest challenge you face when planning business expenses?

Do you think all of your expenses are necessary to business functions?

How possibly can you cut down on some of these expenses?