**How should time be saved in your company?**

Time is money, and processes to prevent time from being wasted should be established. Write a report about how you will (or will not) support this statement in your company.

Certainly, there are enough reasons to agree with this statement. Let’s start with a simple example. Hundreds to thousands of people work in a company. If there is a cafeteria inside the company, employees do not waste time going out for coffee and lunch. They save commuting time and return to work on time.

A lot of small to medium sized companies still do many kinds of work manually. Instead, they can invest in automated tools and technology, and train their employees to operate them. In my company, we in the technical teams are continuously and tirelessly working to convert our manual systems and processes to be automated for better performance.

We could debate about investing huge amounts of money to acquire expensive automated tools and technology. But they essentially return more profits to the company in a relativelyshort time. Besides, the products can be delivered with less errors.

In addition to this, today is the era of machine learning. Machines can handle basic to moderate customer services. Businesses like banks, insurance companies and online stores where customers comparatively have more issues could adopt virtual assistant services that save customers time.

Moreover, companies are offering remote jobs. They hire talented employees from different parts of the world. Offering remote jobs saves company expenses that they need to grant to the employees for relocation. It also increases the chances of employees joining the company sooner.

In a nutshell, larger and wiser companies should not hesitate to invest some upfront money on automated technology and machine learning. Ultimately, that leads to generating more revenue and cutting costs in the long term. – good closing statement

* Automation is the way to save time and money.
* Cohesiveness is there.
* Okay to the readers.

**The company you work for has been bought out by a multinational.**

Write about how the HR department will assist employees while adjusting to the new company.

The transitioning period while adjusting employees to the new company is always challenging and difficult. ---- good opening. It affects individuals so deeply if HR ~~could not be~~ is not able to handle it properly. Employees ~~get many~~ will have many questions and may feel nervous about the new environment. So, ~~HR role is crucial~~ the role of HR is crucial in addressing every individual’s questions and concerns.

Recently, my company bought Union Bank. I ~~can~~ could feel both pain and excitement being a Union Bank employee. Firstly, I believe both companies’ HR departments should have a detailed discussion on how they could address the ~~changing~~ transitioning period. HR must share the scenario closely with their employees and let them know ~~how~~ what they are planning and implementing. In our case, the senior management team, including the CEO, updated us on the progress frequently, so we were fully aware of this transitional phase.

As an employee, it is normal to raise questions about ~~their~~ job security and benefits when the company is sold out or merged with another company. Several questions may be raised during this period. In my opinion, HR should be very responsible and work with the management and employees very closely. They should be ~~clearly~~ announcing clearly to employees and allow them time to find other jobs if they plan for layoffs or any changes. On the flip side, HR also should also update employees and clearly mention that those changes would not affect any employees’ current position.

The next important thing is HR should provide accurate data from both parties to the management so that management or the financial department can estimate their annual expenses and figure out how they could accommodate all newcomers within their premises.

Finally, HR must be careful and responsible while onboarding new employees in the new environment. HR could mobilize their senior and volunteer teams to introduce the new platform via one to one or mass meetings. The new employees must feel that they are welcome, and have become part of the new family.

* Writing includes precise pieces of advice.
* Consistency in the content

Overall, the second response is better than first response because:

* There is more consistency with the content.