Note: This document works as a template for your C768 Task 1 submission. Please replace all the RED content with your own material. There are partial examples for each of the sections. These are only intended for you to gain insight as to how the material might be organized, not for you to use in your document. Remove this note before submitting.

**Task 2**

**C768 – Technical Communication**

**Your Name Here**

**Student ID Your ID Here**

**Western Governors University**

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# **Executive Summary**

Newmedic has taken great lengths to secure their medical devices as much as possible on a tight budget. There is more that could be done at greater efficiency, however. The largest security challenges currently faced by the company are in the areas of device operating system patching, breach containment, and device authentication. These activities require significant investment from the company in terms of direct funding ..

## A1. Executive Summary Tone

The executive summary was written in the third person. This choice was made because it is a more formal and business appropriate tone. Casual slang was omitted in order to retain a professional tone. Despite Newmedic operating in the United States, some …

## A2. Executive Summary Jargon

The executive summary audience is intended to be busy executives from the senior leadership team at a company. More often than not this audience lacks the technical depth that an individual contributor might have, such as an engineer or a technical manager. Therefore, technical jargon was kept to a minimum. There is some …

## A3. Executive Summary Message Timing, Sensitivity, and Classification

This communication should be released at a time when executive leadership will have the opportunity to read it…

Regarding sensitivity concerns, this executive summary was written by a new employee. Any newcomer to a company should be aware of optics when criticizing the company in any way. Some colleagues might take that criticism personally, especially …

No information has been included that would need to be kept secret to a select few at the company. High level financial data was …

## Press Release

**Logo

Description automatically generated**

**Headline**

Newmedic Finds Value in Azure Sphere to Assist …

**Location**

Newmedic Engineering Research Department, Brooklyn NY Office

**Lead-in**

After some thorough research, it has been found that adopting Microsoft’s Azure Sphere product …

**Body**

The engineering research team has concluded putting together Newmedic’s technical vision and strategy for the next five years. With a focus on innovation, the team has identified some key areas worth addressing with more modern approaches. These areas include reducing internal service maintenance burden and improving our security posture as a company. .

**Contact Information**

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Note: Press release tone, timing and jargon (**B1., B2., & B3.**) sections are addressed in combination with the FAQ tone, timing and jargon (**C1., C2., & C3.**) sections on pages 9 and 10. This is because the target audience for both is the same.

# Frequently Asked Question (FAQ)

***Question:***Is Azure Sphere HIPAA compliant?

***Answer:*** Yes, Azure Sphere and …

***Question:*** Are …

***Answer:*** The manufacturing process …

***Question:*** You should have the idea by now.

***Answer:***

## B1. & C1. Press Release / FAQ Tone

The press release and FAQ were written in the first person because the goal of both is to provide important information to employees in an easy to digest manner with an inclusive tone. The intended audience is the entire company, but readers …

## B2. & C2. Press Release / FAQ Jargon

Jargon was kept to a minimum in the press release and FAQ. This is because the intended audience will have a widely varying experience level with computers, the cloud, and embedded devices. The audience is assumed to understand what Internet of Things (IoT) is and how the medical devices the company …

## B3. & C3. Press Release / FAQ Timing, Sensitivity, and Classification

Like the executive summary, this communication should be released at a time when company employees will have the opportunity to read it. Friday afternoon would not be an ideal time, for example. This is because if colleagues don’t have a chance to read it before stopping work for the day, they’re likely …