**ASSIGNMENT#02**

Name: Saman Khan

ID: 19K-0354

Section: F2

Question#03 part d:

Dear Susan,

We hope that you’re considering to renew your subscription to Reader’s Digest so that you continue your amazing experience with us.

Question#04 part b:

**ATTENTION**: I would start with how our company has always been conducting workshops that provided fruitful results and then move on to the matter at hand.

These last years our company has conducted multiple successful workshops and we have decided to conduct another workshop for virtual reality in the months of November. Due to this workshop, which will be progressing in the first two weeks of November, we’d like to make an announcement for all our employees to avoid using main parking lot in the upcoming two weeks. Instead park your cars at some nearby parking lots availabe.

**INTEREST**: Here I would tell the benefits of conductig the workshop in a parking lot. Like how it will save us money and will accommodate all the attendees easily.

The expected number of attendees that will be attending this workshop are greater than the last few workshops we have held, so in order to facilitate all the attendees by providing them enough space we have decided to use our parking lot due to its vast area. Another reason for choosing our parking lot as the venue for workshop because it is cheaper and less costly. It will save the company from the expenses of making a ballroom reservation.

**DESIRE**: Here I would tell the employees how they will all be compensated for the troubles that they will have to go through during these two weeks.

We realise the inconvenience that all our employees will face. Such as finding a parking spot before coming to office. This is why we have decided that all the employees will be compensated by giving each of them a bonus of certain amount. Your support and contribution will not go unnotice. More details reagrding the compensation and bonuses will be disclosed in another letter.

**ACTION**: Lastly I would request all the employees for their compliance.

This workshop will only be a success, if all the employees comply with this request. Therefore, do not use use the main parking lot of the company as it will be needed for the attendees. I hope everyone pays heed to this message.

Question#05:

Dear Darryl,

I am writing this letter to discuss the issues regarding your work performance since your hiring. It has been a month since you started working as my secretary, but I’ve noticed that the problems, which we had already discussed before, have not been resolved. This letter will discuss each problem in detail so as to achieve the improvements required of you.

I’ve observed your tardiness and lack of punctuality. Maybe it’s because you have a hard time getting up early in the morning, so I advise you to go to sleep by 10pm and set up consecutive alarms so that you don’t snooze them and go back to sleep. Another helpful suggestion would be to prepare your clothes and briefcase the night before to avoid being late in the morning. Also try setting your clocks ahead a few minutes in such a way that you’re never late. The second matter of concern is your disappearance for long periods during the day. I believe it’s due to the stress and lack of focus you might have. Therefore, try taking small 5-15 minutes break after every 90 minutes to keep yourself active. Drink coffee and pay attention to avoid distractions. Meditation helps with focus too.

It is clear that you find dealing with computer and technology to be a hard task, but given the pace of technology it is important for you to get a hang of some basics. I would recommend you to sign up for a short online computer based training course to help you understand things in a much better way. Lastly, you have never turned in a project on time. I think it has to do with your time management skills. An easy way of managing time is by making a to-do list everyday. This way you can keep track of all your tasks that are needed to be done. Also set up daily reminders so that you don’t forget or miss a deadline.

I hope that this letter will be a source of guidance for you which you will use to overcome the aforementioned issues. And I also hope that you will work on your problems and prove your worth. I am open to any queries that you might have. Thank you.

Sincerely,

Randy Smith.