**Sean Levorse**

**ENGL 361-03**

**MEMORANDUM**  
  
DATE: February 3, 2016  
TO: Edward Mike Davis  
FROM: Sean Levorse

As you know, your recent memo was designed to outline to your employees what is expected of them. You asked me to look it over to make sure the message was conveyed in an appropriate manner. I have made some adjustments and have submitted the revised memo. This memo will outline my reasoning for making such changes.

In the first paragraph, I changed the wording to explain why your employees to listen to you rather than just making it about yourself. This will give the impression of importance rather than attacking your employees which will put them on the defensive.

Next, you don’t want to make the memo seem as if it is only addressed to the employees who are doing wrong. Instead you should address it to all employees so that even those who think that they are doing their job correctly will listen.

In the third paragraph, I adjusted the wording to make it seem more formal.

Again, I changed the second sentence in the next paragraph to add formality.

I removed the last sentence in the liquor paragraph because it is unnecessary.

I changed “employees everywhere” to “*all* employees” because it is more clear.

In the paragraph about wages, I adjusted it to be less attacking of specific groups and instead offering a reason why employees should avoid such behaviors. By doing this, you don’t seem biased against specific groups, but rather concerned for the image of your brand.

In the paragraph about finding workers, I made the wording more suggestive about how to solve the problem rather than complaining about hiring managers’ complaints.

I removed “and not mine” from the paragraph about how drivers should behave during their breaks. This makes it seem more like a rule rather than you being stingy. I also put an emphasis on safety in this paragraph to give a reason for the restrictions as well as providing alternatives.

In the next paragraph, I modified the wording to be more professional.

In the paragraph about who may ride in the trucks, I removed the bit about hitchhikers and family because it seems like it is attacking specific groups of people which shows bias. The first sentence is sufficient enough to get the point across.

In the paragraph about accidents, I changed “should have the brains” to “should be able to.” This is less aggressive and will put the pressure on your employees to be responsible rather than scaring them that they are incompetent.

In the paragraph about welding, I changed “unless he knows what he is doing” to “without the proper training.” The original wording is too vague and because of the Dunning—Kruger effect, you will have untrained people think they know how to weld. By requiring formal training, you are protecting yourself from lawsuits when untrained workers mess up.

I added “for example” in the paragraph about down time because you don’t want to limit the things to not do.

In the second to last and final paragraphs, I changed the wording to make you look more professional.

On top of all of this, I fixed a few spelling mistakes and grammar errors.

I hope that you decide to make these changes before you send out this memo. It will help you command respect and rule with an iron hammer without your employees feeling like they are being treated unfairly. You want your employees to respect you so that they will listen to you. It is much harder to command respect when they complain about you behind your back.

Good luck with everything.

(Signed)  
SEAN LEVORSE