

IN150

Foundations for Success in IT Careers

Seminar 7

AGENDA

IN150 - Seminar 7

1. Lesson Activity
2. Writing a Memo / Assignment
3. Looking Ahead

Congrats! This past week was the completion of the CompTIA TestOut/Sim Platform!





LESSON ACTIVITY

Unit 7





INTRODUCTION

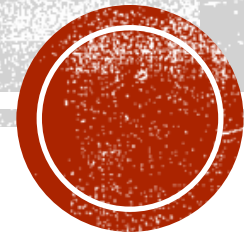
Writing professional documents, email and presentations is key to professional workplace communications.

In this activity, you will review a memo that has grammar, spelling or punctuation errors.

Instructions: Before you begin, review the entire memo. You will then be presented with each sentence and correct any errors you found.

LESSON ACTIVITY

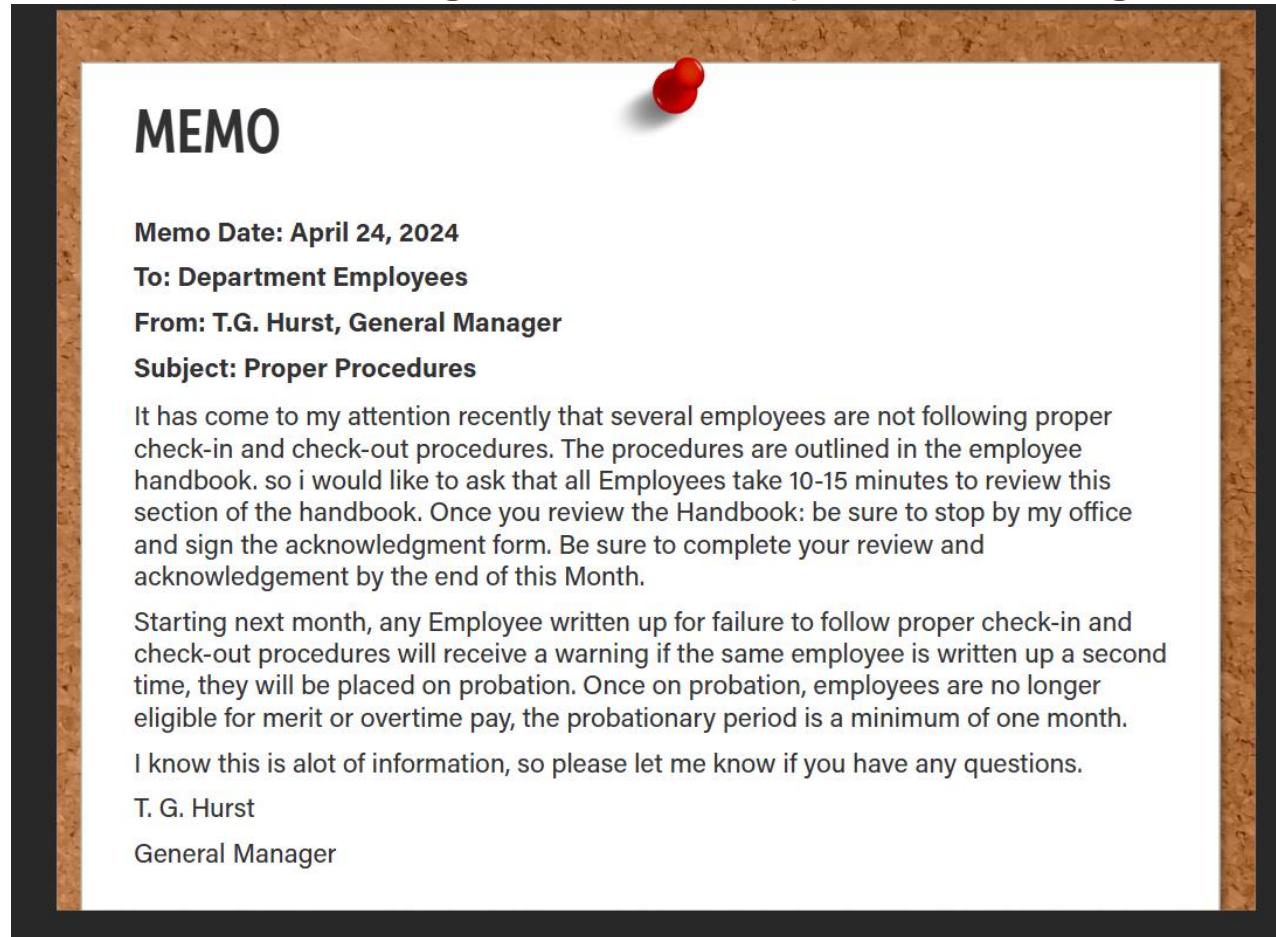
Overview



LESSON ACTIVITY

Unit 7

Take a few moments to read the following memo. Once you are done give a thumbs up.



MEMO

Memo Date: April 24, 2024
To: Department Employees
From: T.G. Hurst, General Manager
Subject: Proper Procedures

It has come to my attention recently that several employees are not following proper check-in and check-out procedures. The procedures are outlined in the employee handbook. so i would like to ask that all Employees take 10-15 minutes to review this section of the handbook. Once you review the Handbook: be sure to stop by my office and sign the acknowledgment form. Be sure to complete your review and acknowledgement by the end of this Month.

Starting next month, any Employee written up for failure to follow proper check-in and check-out procedures will receive a warning if the same employee is written up a second time, they will be placed on probation. Once on probation, employees are no longer eligible for merit or overtime pay, the probationary period is a minimum of one month.

I know this is alot of information, so please let me know if you have any questions.

T. G. Hurst
General Manager



LESSON ACTIVITY

Unit 7

In the chat indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 1

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

It has come to my attention recently that several employees are not following proper check-in and check-out procedures.

type your text here


No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

 **SENTENCE 1**

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

It has come to my attention recently that several employees are not following proper check-in and check-out procedures.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 2

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

The procedures are outlined in the employee handbook.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 2

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

The procedures are outlined in the employee handbook.

type your text here


No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

 **SENTENCE 3**

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

so i would like to ask that all Employees take 10-15 minutes to review this section of the handbook.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

▶ SENTENCE 3

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

so i would like to ask that all Employees take 10-15 minutes to review this section of the handbook.

I would like to ask that all employees take 10-15 minutes to review this section of the handbook.

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 4

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Once you review the Handbook: be sure to stop by my office and sign the acknowledgment form.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 4

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Once you review the Handbook: be sure to stop by my office and sign the acknowledgment form.

Once you review the handbook, be sure to stop by my office and sign the acknowledgement form.

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 5

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Be sure to complete your review and acknowledgement by the end of this Month.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 5

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Be sure to complete your review and acknowledgement by the end of this Month.

**Be sure to complete your review and
acknowledgement by the end of this month.**

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 6

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Starting next month, any Employee written up for failure to follow proper check-in and check-out procedures will receive a warning if the same employee is written up a second time, they will be placed on probation.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 6

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Starting next month, any Employee written up for failure to follow proper check-in and check-out procedures will receive a warning if the same employee is written up a second time, they will be placed on probation.

Starting next month, any employee written up for failure to follow proper check-in and check-out procedures will receive a warning. If the same employee is written a second time, they will be placed on probation.

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 7

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Once on probation, employees are no longer eligible for merit or overtime pay, the probationary period is a minimum of one month.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 7

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

Once on probation, employees are no longer eligible for merit or overtime pay, the probationary period is a minimum of one month.

Once on proportions, employees are no longer eligible for merit or overtime pay. The probation period is a minimum of one month.

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 8

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

I know this is alot of information, so please let me know if you have any questions.

type your text here

No corrections needed.



LESSON ACTIVITY

Unit 7

In the chat, indicate “no corrections needed” OR, if corrections are needed, write what needs to change with this sentence.

SENTENCE 8

Instructions: Rewrite the sentence correcting any mistakes. If the sentence is correct as is, select the checkbox, No corrections needed.

I know this is alot of information, so please let me know if you have any questions.

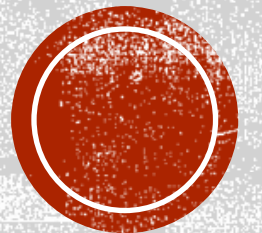
I know this is a lot of information, so please let me know if you have any questions.

No corrections needed.



WRITING A PROFESSIONAL MEMO

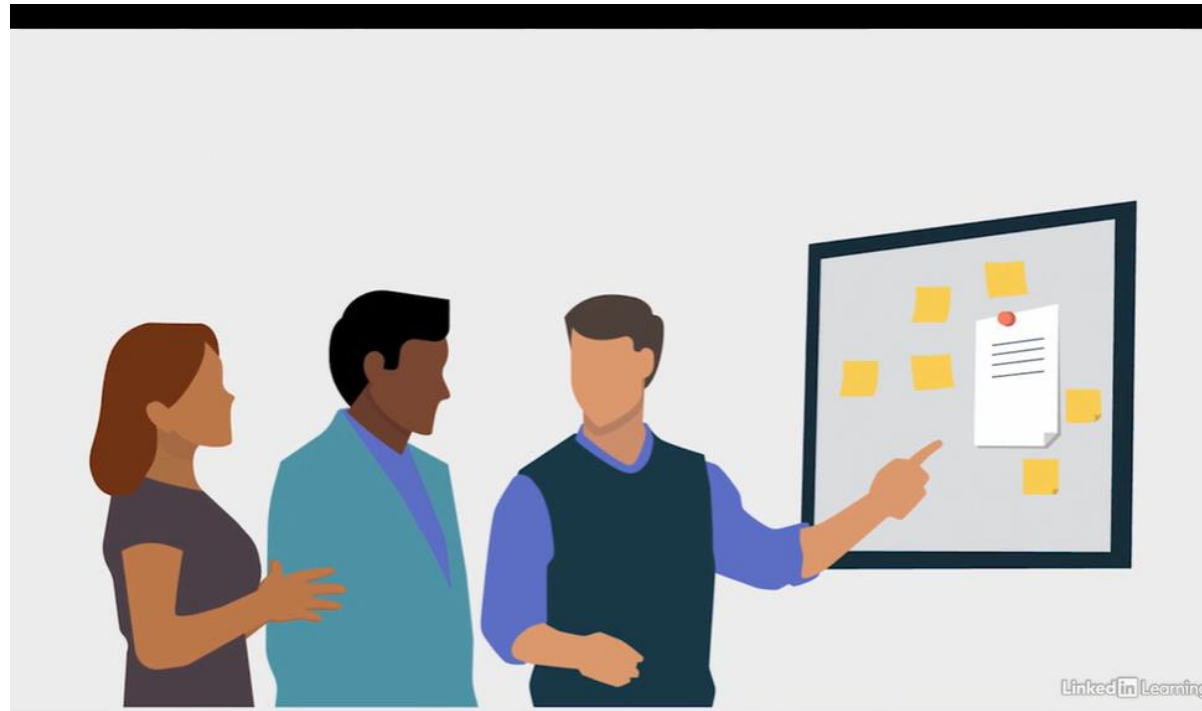
Unit 7



WRITING A PROFESSIONAL MEMO

Unit 7

LinkedIn Learning Video: https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fbusiness-writing-principles%2Fspecial-considerations-for-memos%3Ftrk%3Dshare_video_url%26shareId%3DgBPEvX2uTmKEXt7psd5Gzw%253D%253D



A memo might be an attachment to an email message,

Exit fullscreen



WRITING A PROFESSIONAL MEMO

Unit 7

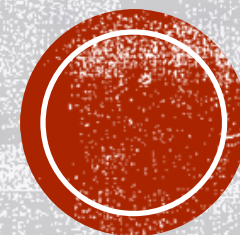
LinkedIn Learning: https://www.linkedin.com/learning-login/share?account=2045532&forceAccount=false&redirect=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Ftips-for-better-business-writing%2Fwrite-in-short-sentences-and-paragraphs-23824193%3Ftrk%3Dshare_video_url%26shareId%3DpPVbp4YIS0yYQtmfdQyY3Q%253D%253D





ASSIGNMENT

Unit 7



CAN YOU BELIEVE THESE COMPANY POLICIES?

Unit 7

Youtube Short:

<https://www.youtube.com/watch?v=-lhf80CAmm4>



CAN YOU BELIEVE THESE COMPANY POLICIES?

Unit 7

Your scenario: Imagine you are a company that needs to tell its employees that constructive feedback via its 'pulse surveys' are no longer accepted.



CAN YOU BELIEVE THESE COMPANY POLICIES?

Unit 7

Fill in the following:

MEMO

To: _____

CC: _____

Subject: _____

Urgency: _____



CAN YOU BELIEVE THESE COMPANY POLICIES?

Unit 7

Put the following in order (1-6):

Sentence	Order Number
Team, Thank you for your participation in our last company survey.	
Thank you for helping us improve our feedback processes.	
We're committed to making our surveys a positive, solution-focused tool for growth, and we value your continued cooperation.	
Moving forward, feedback should remain within the professional guidelines and focus on constructive topics related to our team's goals and company values.	
We appreciate the input you provided; however, please note that the structure and intent of future pulse surveys will change.	
Personal commentary or off-topic responses that may have previously been shared will no longer be accepted in the new format.	



CAN YOU BELIEVE THESE COMPANY POLICIES?

Unit 7

Team,

Thank you for your participation in our last company survey. We appreciate the input you provided; however, please note that the structure and intent of future pulse surveys will change. Moving forward, feedback should remain within the professional guidelines and focus on constructive topics related to our team's goals and company values. Personal commentary or off-topic responses that may have previously been shared will no longer be accepted in the new format. We're committed to making our surveys a positive, solution-focused tool for growth, and we value your continued cooperation. Thank you for helping us improve our feedback processes.





**For next
seminar**

LOOKING AHEAD

Seminar 8

We will review the learning activity in Unit 8.



THANK YOU

- Questions? Please contact me:
- betsy.mccall@purdueglobal.edu

