Office Professional Topics

Chapter 14

**Prepare a meeting notice (memo)**

Your supervisor, Lincoln Tyler, chairs a research task force that includes individuals from several local organizations. He has asked you to prepare a meeting notice for the next meeting. The meeting is scheduled from 9 a.m. to 3:30 p.m. on the second Wednesday of next month and will be held in Conference Room B of the Adams Building. The purpose is to implement several quality measures for the Research Committee. The objectives are to discuss the creation of a Quality Control Board and to present information from the Annual Research Conference. Include an attachment notation.

**Prepare an agenda**

Mr. Tyler has asked that you prepare an agenda for the meeting in the previous activity. Use the information in Activity 5 and the additional information below to prepare the agenda. Format it as in Figure 14.3.

* The meeting will start at 9:30; the continental breakfast is scheduled from 9 to 9:30.
* Mr. Tyler will need about ten minutes at the beginning of the meeting to introduce the individuals in attendance.
* Leonardo French will outline how to be an effective board member from 9:40 until 10:30.
* There will be a 15-minute break starting at 10:30.
* Mariah Beckman will lead the discussion of the creation of a Quality Control
* Board from 10:45 until 11:45.
* Lunch will be served from noon until 1:15 p.m. Allow participants a few minutes to freshen up before lunch.
* Bruce Walton will review information from the Annual Research Conference from 1:15 until 2.
* Elizabeth Chen will introduce a Review Board assessment instrument from 2 until 2:40.
* Mr. Tyler will answer questions and conclude the m

Rubric:

MEMO

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| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Format |  | Formatting has no errors | Formatting has 1 errors | Formatting has 2 error | Formatting has 3 errors | Formatting has more than 3 errors |
| Content | 5 pieces of information is included | 4 pieces of informa-tion is included | 3 pieces of information is included | 2 pieces of information is included or minor errors | 1 pieces of information is included  Or major errors | Errors make the memo unrelated to the purpose of meeting |
| Mechanics | No errors | 1 error | 2 errors | 3 errors | 4 errors | More than 4 errors (or fragment or run-on) |

AGENDA

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Format |  | Formatting has no errors | Formatting has 1 errors | Formatting has 2 error | Formatting has 3 errors | Formatting has more than 3 errors |
| Content | All 10 pieces of information is included | 9 pieces of informa-tion is included | 8 pieces of information is included | 7 pieces of information is included or minor errors | 6 pieces of information is included  Or major errors | Less than 6 pieces of information included |
| Mechanics | No errors | 1 error | 2 errors | 3 errors | 4 errors | More than 4 errors (or fragment or run-on) |