

Assignment #1, Module 3

Please send as a private e-mail attachment to me ().

DEADLINE: Friday, May 20 at midnight

Assignment value: 10%

Assignment

You are the staff relations officer for your firm. It is your task to explain the firm pension plan to new employees. Your plan has the following features:

- Contributions are mandatory for the employees of your firm after four years or age 33 whichever comes first.
- Contributions are in the amount of 3% of salary, to a maximum salary of \$70,000 (i.e., pension contributions will not exceed \$2,100 in any year).
- Deductions are made in equal monthly amounts and appear under code Z528 on the worker's pay stub.

The minimum pension is guaranteed to be \$2350 per month after 25 years service or age 65, whichever comes first. If the employee were to leave before age 65 or 25 years service, he or she could withdraw his or her contributions plus 8.5% per annum interest - or the contributions could be left in the plan.

The employee also has the option of placing his or her contributions in term investments and, thus, possibly increasing his or her monthly pension payments by as much as \$518 per month, depending on the stock market, interest rates and other financial factors. The employee should indicate his or her preference and know that, if this option is selected, the pension contributions are "locked in"; that is, these contributions cannot be taken out even if the employee were to leave the firm.

Finally, your company matches employee contributions dollar for dollar. Write the memo to a new employee (you make up the name) outlining this information clearly. In addition, indicate if there is any information that you need from the employee. This memo is personalized for each employee. In other words, this is not a mass mailing. Fabricate any employee details necessary to write the memo.

Please Note

1. **Submit your assignment document as an MS Word file. The file name for your assignment should include your name to help me keep track of it. For example: "susan_smith_assignment#1.doc". I will e-mail you as soon as I receive it to let you know it arrived safely.**
2. **Do not parrot the assignment back to me. Do not simply paraphrase the information back to me. Do not copy words and phrases verbatim from the assignment. The assignment presents the information to you in a certain order using certain words. You need to take that information, structure it usefully for your reader, and present it to the reader in your own writer's voice. Please do this for all the assignments you write for me.**
3. **I will try to provide you with detailed feedback on your assignments. After I read and mark your paper, I send you an e-mail with a Word attachment. This attachment is your original file that I have made comments, corrections and annotations on. There should be a number of red marks, red writing, and red comment boxes all over the page. If you open the file and don't see any of**

Please Note

these, you will need to select the appropriate view (Markup) in your Word processor to show these comments. Let me know if you have trouble doing this and I will help you. Please consider my comments carefully and incorporate the suggestions I make into subsequent assignments.

Suggestions and pointers:

- Consider using headings to help your reader navigate the information you are providing.
- Review the "you viewpoint" and apply the technique to this assignment.
- What action do you want the reader to take?

Next Week's Activities

1. Next Module - Oral communication
2. Readings - Oral communication (Chapter 15)