Office Manager Assignment
Free Friday

Fern-Brown, the Atlanta public relations firm where you work as office manager, has enjoyed a very profitable year. As a result, upper management has decided to give employees every other Friday off during July and August. To make up for the Friday off, everyone will be asked to work 8 a.m. to 6 p.m. Monday through Thursday. This is the first time the firm has offered summer hours, and management is slightly concerned that people will take advantage by leaving early during the week.

Three-Day Weekend

Write a memo to the agency's 46 employees announcing the summer hours. Focus on the best aspects of the change, but be clear that the new policy is a trial. If employees abuse the policy, the firm will go back to a regular workweek. While most people will be happy about the three-day weekend, bear in mind that some may prefer to work shorter hours for five days. Cover these points in a firm, but positive, way. Review the *Tips for Writing a Positive Message*, and then use the memo style shown below to write your message.

Tips for Writing a Positive Memo

1. **Paragraph 1 - Capture the reader's attention with an appealing or interesting opening sentence and give the purpose of the memo.**
2. **Paragraph 2 - Explain the details in a positive way.**
3. **Paragraph 3 - End on an upbeat note.**

To: All Fern-Brown employees
From: Your name
Date: Today's date
Subject: Summer hours

Copyright 2005 Career Solutions Training Group