

UNIVERSITY OF WINNIPEG

Rhetoric 1105-(3) 021

The following assignments account for 25% of your final grade.

Final group folders due March 16, 2015 (all five (5) assignments are to be submitted by each group in an 8x12 folder)

Instructions. For this assignment you will choose templates from the links provided to complete all the required written documents. You will work as a group and complete your folder by submitting five (5) documents in total. Only one (1) folder per group is required.

Assignment #1 (5%) Construct a Memorandum

As a group write a required memorandum/memo using the provided company “situation” as your reference. Choose your own template.

Assignment #2 (5%) Construct a Letter

As a group write a letter using the provided company “situation” as your reference. Choose your own template.

Assignment #3 (5%) Outline a Proposal

Outline the main points/requirements for a potential proposal either internal or external to the company/organization. Use the provided company “situation” as your reference. Choose your own template.

Assignment #4 (5%) and assignment #5 (5%) Write a cover letter and submit a resume.

As groups write a cover letter and resume. Your group acts as an individual applicant applying for a job at the company using the job description provided on the company “situation” handout provided to each group.