

Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Communications Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for this short week. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible. Award weekly work points in the form sent out by HR.

Task 1: Printing of November Newsletter:

Work with your teacher to get the company newsletter ready to be printed for the San Diego Trade Show. The newsletter will be on display in the company booth. Finalize the newsletter with your teacher and have it submitted for printing.

_____ 5pts **Evidence: November Newsletter sent to print shop**

Employee responsible for this task

Task 2. December Newsletter Competition:

This is the newsletter that will be used for state competition and might be the only opportunity for your department to win an award. This newsletter will be a four page (tabloid size front and back). Export a PDF version and print it on a letter sheet of paper so that you can have your English teacher proof read the newsletter for any grammatical corrections. Turn in this corrected print with verification. Once all corrections have been made, using a printed version of the newsletter rubric score your own newsletter. You will turn in this score sheet at verification. Have your coordinator review the newsletter before submittal. E-mail the finished copy to Digital Media and all employees. You will need to turn this signed sheet in to receive your points.

_____ 5 pts **Evidence 3.1 : Printed Proof (signed/dated) by an English Teacher attached to this sheet**

Employee responsible for this task

_____ 5 pts **Evidence 3.2: Coordinator Review on Computer _____ signature**

Employee responsible for this task

Task 3. December Bulletin Board:

Update the monthly company bulletin board. The board have been very basic to this point and the department needs to step up the work they are putting in on the part of the company needs to reflect a new theme for each month, but does not need to have the month name just the theme. The board should have the company name and logo at the top and will be used as a communication tool. Showcase for company communications, pictures, social media, and announcements. Develop some interactive or engaging things on the board to attract people to this area of the office.

_____ 5pts **Evidence: Picture of the December Bulletin board with engaging material → Canvas Nov 3-4**

Employee responsible for this task