

Name: \_\_\_\_\_

Score: \_\_\_\_\_

## 10 Multiple choice questions

Term

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Read the memo.

### MEMORANDUM

To: All Staff, Fuller-Baldwin Art Museum

From: Jeffrey Romero, Assistant Director

Subject: Leadership Update

Due to unforeseen circumstances, Suzanne Monalisa has had to step down from her position as Executive Director of the Fuller-Baldwin Art Museum. As Assistant Director, I will now transition to the position of Interim Executive Director. This transition is temporary; I will serve until the board of directors completes its search for a new Executive Director. The search process involves interviewing multiple candidates from around the country; it could take a few months to complete.

We understand many of you may have questions or concerns regarding this change in leadership and how it affects the future of the museum. To address these questions and concerns, the board's chief and I will host a town hall meeting for all staff. Please look for an email in the coming days with more details.

We appreciate your patience during this time of transition.

Sincerely,

Jeffrey Romero

What is the main purpose of this memo?

- to encourage employees to apply for the leadership position
- to inform employees that they will elect the next leader of the art museum
- to announce a change in leadership at the art museum
- to announce a promotion for Suzanne Monalisa

- to encourage employees to help choose the next Employee of the Month
- to announce the implementation of a new work policy
- to announce a change in leadership at the art museum
- to inform employees about the status of the fundraising goal

Term

MEMORANDUM

To: All ZMBC Builder Construction Workers

From: ZMBC Builder Training Team

Subject: Safety First

Remember to complete the mandatory annual safety training before the September 13 deadline!

For this year's training, you will watch a one-hour video. The video demonstrates best safety practices in construction work zones and how to avoid injuries.

Before beginning the training process, you need to visit the ZMBC online employee hub. There you will find instructions on how to set up your training account.

Once you have created your account, you can complete the training. You should watch the training video and make sure to review the ZMBC Builder Safety Handbook fully.

Once training is completed, your account will be updated for the year. If you have any questions or experience any problems during this process, please contact our team.

Thank you for your time and attention.

What is the main purpose of this memo?

- to give details about a safety training that needs to be completed
- to instruct employees about proper procedures at construction sites
- to explain why employees need to complete a training course

- to encourage employees to help choose the next Employee of the Month
- to give a summary of what was discussed at the May 2 meeting
- to inform employees about the status of the fundraising goal
- to give details about a safety training that needs to be completed

Term

Who do the employees need to send photos to after testing is completed?

- Buzz Ribbons
- Roger Stinger
- Mel Cloverfield

- to announce a new policy for changing computer passwords
- work remotely a couple of days each week
- Roger Stinger
- She has to prepare a welcoming speech for the bank president.

Term

What document is attached to the email?

- a staff directory for the company
- a schedule for the first day
- a copy of the employee handbook

- a schedule for the first day
- access to special games
- while the computer is starting up
- create an online training account

Term

What do workers need to do before watching the safety training video?

meet with a member of the training team  
create an online training account  
sign a training consent form

- a schedule for the first day
- while the computer is starting up
- create an online training account
- to raise money beyond the original goal

Term

What responsibility does Juanita have for this week?

She has to prepare a welcoming speech for the bank president.  
She needs to use social media to promote the event.  
She has to find someone to cook food for the event.

- She has to prepare a welcoming speech for the bank president.
- work remotely a couple of days each week
- Roger Stinger
- to announce a new policy for changing computer passwords

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Term

What does the new work policy allow employees to do?

work remotely on occasion without manager approval  
choose to work remotely full time  
work remotely a couple of days each week

- work remotely a couple of days each week
- create an online training account
- to provide information about the employee's first day of work
- to raise money beyond the original goal

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Term

Read the memo.

## MEMORANDUM

To: All Employees, Cabot Cove Conservancy

From: Marina Davenport, Founder

Subject: Campaign Update

Dear Team,

We started our latest fundraising campaign with the goal of raising \$10,000 by May 31. We are now halfway through the campaign and have already raised \$7,553 between online and in-store donations. I am so impressed with the progress we have made so far.

I am beyond grateful to our generous donors and incredibly hard-working staff. With the money we raise, we'll be able to continue to fulfill our mission to protect the animal and plant life along Cabot Cove.

Let's keep the momentum going. In fact, let's aim to exceed our initial goal by another \$5,000. We can do it!

Best,

Marina Davenport

What is the main purpose of this memo?

to inform employees about the status of the fundraising goal

to invite employees to attend a fundraising campaign event

to ask employees to donate money towards the fundraising goal

- to announce the implementation of a new work policy
- to inform employees about the release of a new product
- to encourage employees to help choose the next Employee of the Month
- to inform employees about the status of the fundraising goal

Term

What does a monthly subscription to the app give a customer?

access to a premium dictionary

access to special games

access to a live tutor

- access to special games
- create an online training account
- several months
- a schedule for the first day

Term

How should employees nominate a team member for the award?

submit their nomination in the box in the store's break room

tell the store manager in person when they are at work

email the store manager the information for nominating a coworker

- to give a summary of what was discussed at the May 2 meeting
- to provide information about the employee's first day of work
- while the computer is starting up
- email the store manager the information for nominating a coworker

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