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Professor Susanne Hartl

BUS327: Business Communications: NO

19th March 2023

Instructions:

The pattern of organization for a problem-solving persuasive message is:

1. Catch the audience's interest with a common ground statement.
2. Define the problem that you and the audience share.
3. Explain the problem objectively.
4. Present the solution to the problem and show its benefits. Summarize any additional benefits, if any.
5. Ask for the action you want.

On the following page is a problem-solving persuasive message for which the paragraphs are out of order on the left side. Read each paragraph and decide which element of the pattern for problem-solving messages listed on the right best fits the paragraph, and place that paragraph's number in the space next to that element.

Add a page break and create a memo with the paragraphs in the appropriate order. Give your memo visual appeal with proper white space and other document design elements you learned from Chapter 6, and add an appropriate subject line.

The problem is: Smoothly coordinating the many events that take place in Pardington Hall on a daily basis is critical to all of our campus organizations and departments that need an auditorium facility. Keep in mind that the hall is primarily reserved for chapel, classes, all Department of Music concerts, recitals and rehearsals, and administrative meetings which have been scheduled months in advance. Referring to the school calendar may not guarantee a vacancy in Pardington. Therefore, reserving hall facilities as far as possible in advance is the only way to ensure that your event or rehearsal plans won't be disrupted because of a conflict with a previously scheduled activity. Because so many people are using the auditorium and Pardington classrooms without first reserving them through the Department of Music, we're experiencing numerous schedule conflicts. These conflicts require events to be relocated or rescheduled, disappointing those who didn't make reservations. If you wish to use Olson Auditorium or any classroom in Pardington, please make your reservations by calling the Department of Music office (ext. 4688). That way, we can all be free of schedule conflicts and enjoy using the hall.

<p>1. Therefore, reserving hall facilities as far as possible in advance is the only way to ensure that your event or rehearsal plans won't be disrupted because of a conflict with a previously scheduled activity.</p>	<p>__3__ Common ground statement</p>
<p>2. If you wish to use Olson Auditorium or any classroom in Pardington, please make your reservations by calling the Department of Music office (ext. 4688). That way, we can all be free of schedule conflicts and enjoy using the hall.</p>	<p>__5__ Problem defined</p>
<p>3. Smoothly coordinating the many events that take place in Pardington Hall on a daily basis is critical to all of our campus organizations and departments that need an auditorium facility.</p>	<p>__1__ Explanation of problem</p>
<p>4. Keep in mind that the hall is primarily reserved for chapel, classes, all Department of Music concerts, recitals and rehearsals, and administrative meetings which have been scheduled months in advance. Referring to the school calendar may not guarantee a vacancy in Pardington.</p>	<p>__2__ Solution to the Problem and its Benefit</p>
<p>5. Because so many people are using the auditorium and Pardington classrooms without first reserving them through the Department of Music, we're experiencing numerous schedule conflicts. These conflicts require events to be relocated or rescheduled, disappointing those who didn't make reservations.</p>	<p>__4__ The action you want</p>

Memorandum

To: All campus organizations and departments from Alliance University
From: Alliance University Department of Music
Date: March 19, 2023
Subject: Reserving Olson Auditorium and Pardington Classrooms

As a campus organization or department in need of an auditorium facility, we understand the importance of smoothly coordinating the many events that take place in Pardington Hall on a daily basis.

However, we are currently facing numerous schedule conflicts due to the high volume of people using the auditorium and Pardington classrooms without first reserving them through the Department of Music.

This problem requires an objective explanation to ensure that all parties involved understand the issue at hand. Pardington Hall is primarily reserved for chapel, classes, all Department of Music concerts, recitals, and rehearsals, and administrative meetings which have been scheduled months in advance. Referring to the school calendar may not guarantee a vacancy in Pardington.

The solution to this problem is to reserve hall facilities as far in advance as possible. By doing so, we can ensure that your event or rehearsal plans won't be disrupted because of a previously scheduled activity. Additionally, by reserving facilities through the Department of Music, we can avoid the disappointment of relocating or rescheduling events due to conflicts.

We urge all departments and organizations wishing to use Olson Auditorium or any classroom in Pardington to make their reservations by calling the Department of Music office. By taking this action, we can all be free of schedule conflicts and enjoy using the hall.

Thank you for your cooperation!

Alliance University Department of Music