

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.

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| <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>___4___ 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>___1___ 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>___2___ The action you want</p> |

Department of Music: Pardington Hall Reservations and more

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.

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.

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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.

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.

Thank you for your cooperation and we look forward to see or hear from you !