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Professor Susanne Hartl
BUS327: Business Communications: NO

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.

<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: From: Date: Subject:

All campus organizations and departments from Alliance University Alliance University
Department of Music

March 19, 2023

Reserving Olson Auditorium and Pardington Classrooms

As a campus organization or department in need of an auditorium space, we are aware of how crucial it is to efficiently organize the numerous events that take place in Pardington Hall every day.

So far because so many individuals are using the auditorium and the Pardington classrooms without first making a reservation through the Department of Music, we are currently dealing with a lot of scheduling difficulties.

To make sure that everyone concerned understands the situation at hand, this dilemma needs an unbiased explanation. Chapel, classes, all Department of Music performances, recitals, and rehearsals, as well as administrative meetings that are planned months in advance, all take place in Pardington Hall. Using the academic calendar as a guide may not always result in a vacancy in Pardington.

Making reservations for hall space as long in advance as feasible will solve this issue. By doing this, we can make sure that no previously scheduled activity will interfere with your event or practice preparations. Also, we can avoid the regret of having to move or reschedule events due to conflicts by making facility reservations through the Department of Music.

We kindly request that all departments and organizations that intend to rent Olson Auditorium or any classroom in Pardington call the Department of Music office to make their reservations. We can everyone enjoy using the hall without worrying about scheduling issues if we do this.

Thank you for your cooperation!

Alliance University Department of Music