

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>_____ 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>_____ 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>_____ 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>_____ 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>_____ The action you want</p>

Memo:

To: All Campus Organizations and Departments
From: Department of Music
Date: April 24th, 2023
Subject: Reserving Hall Facilities in Pardington

We are all aware of how important it is for our campus groups and departments that need an auditorium facility to efficiently plan the events that take place at Pardington Hall. However, due to people utilizing the hall without making reservations via the Department of Music, we have been having a lot of scheduling difficulties. Due to this, events have had to be moved or postponed, disappointing others who didn't book reservations.

We strongly advise everyone to make reservations for Olson Auditorium or any Pardington classroom in advance by calling the Department of Music office at ext. 4688 in order to prevent such conflicts. Remember that the hall is mostly used for chapel, courses, Department of Music performances, recitals, and practice sessions, as well as administrative gatherings that are organized months in advance. Using the academic calendar as a guide may not always result in a vacancy at Pardington.

The only way to guarantee that your event or rehearsal preparations won't be disrupted by conflicts with already booked events is to make a reservation for the hall amenities in advance. We may avoid scheduling problems and enjoy utilizing the space without any issues if we make bookings.

Thank you for your cooperation in ensuring smooth scheduling in Pardington Hall. Let's work together to make sure that all events run smoothly without any conflicts.

Sincerely,
Nehemias Brown