



Performance Task Assessment

Reporting to the President

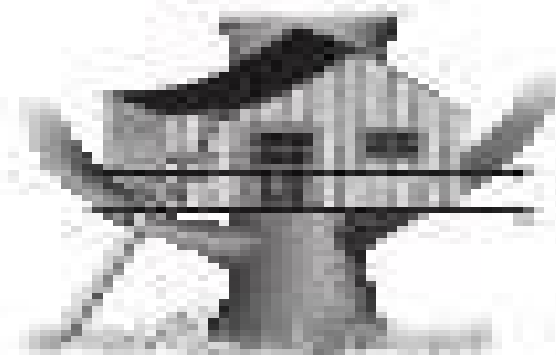
After reading sections two through five about receiving, using, and disposing of the information that you and your fellow students collected, you have completed the following tasks:

- 1. You have written a memo to the president of the company that you are working for, explaining how you will use the information that you have collected to improve the company's performance.

A memo that is placed in a folder. All memos have the following parts: TO: (the person who the memo is for), FROM: (the person who wrote the memo), SUBJECT: (the topic of the memo), and DATE: (the date that the memo was written).

- 2. Using the information provided at the end of each section, you have completed the following tasks:

- a. used the **5W's** to determine what **information** is needed.
- b. used the **5W's** to determine what **type of information** is needed.
- c. used the **5W's** to determine what **type of information** is needed.
- d. used the **5W's** to determine what **type of information** is needed.



Chapter 3 Performance Tasks Answers

Ying-Ying Zheng



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