Revision 3

Context

John Doe¹ is the Vice President of Client Services for Company X, a corporation that helps raise millions of dollars for prestigious non-profit organizations. In all, Company X employs 300 people and serves 100 clients.

John has asked the new Vice President of Human Resources, Mark Smith, to revise Company X’s employee handbook. John wants the next version, 2.9, to be significantly more direct and readable than the current version, 2.8. Mark agrees that version 2.8 urgently needs to be revised; however, neither John nor Mark has a clear strategy for achieving this goal, and they want you to provide some guidance.

So, John has selected portions of version 2.8, which employees have identified as especially confusing. He wants you to analyze these selections for style problems, explain the most important problems to Mark, and then revise the selections for the problems you have identified. John has urged Mark to revise the remainder of the handbook with an eye towards the problems you explain to him in your analyses.

Assignment

1. Download from Blackboard “Selections from ‘Company X Employee Handbook, Version 2.8.’”
2. Analyze this document. In your analysis, aim to do these things:
   • Present your analysis as a letter addressed to Mark Smith, Vice President of Human Resources, Company X, 1234 Style Avenue, Pittsburgh, Pennsylvania 15213.
   • Analyze the audience and purpose of the text.
   • Identify the most important stylistic problems. Explain why they are the most important.
   • Use the technical vocabulary of style and grammar with great accuracy and precision.
   • Illustrate the problems with many examples from the text.
   • Indicate examples at the word, phrase, clause, and sentence level.
3. Revise the text:
   • Improve the style of the text based on your analysis.
   • Annotate your revision, using the Footnotes function in Microsoft Word. Ask questions or justify and explain revisions that you make. (These annotations are optional. Provide annotations only as you see a need for them.)
4. On the due date, hand in the following items in hardcopy form, clearly identified and neatly stapled together:
   • Your analysis
   • Your revision
   • A copy of the original text
   • A copy of the grade sheet

¹ All names and information in blue font designates changes made to protect anonymity of actual company and employees.