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## Revision 3

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### Context

[John Doe](#)<sup>1</sup> 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.

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### 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

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