

CMN 201 - Sept. 19, 2017 -

MEMO by

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by

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DRAKE GENERAL STORE

MEMO

To: Toronto Downtown Drake General Store Employees
From: Name Lastname Senior Leadership and Learning Consultant
Date: September 19th, 2017
Re: Introducing the New Support Initiative, *Pro-Post-Secondary* – Available Feb. 3rd, 2018

Dear Toronto Downtown Drake General Store Employees:

This is to introduce the new exciting initiative, *Pro-Post-Secondary*, to help our employees grow and acquire the education they need, which will be available to you on Feb. 3rd, 2018. The purpose of this memo is to outline this new initiative, especially in regards to assisting full-time employees pursue their academic goals and to strengthen their fortes within the Drake General Store community.

What is “Pro-Post-Secondary”?

Approved and funded by the Ontario Ministry of Education, the Drake General Store is offering you the experience you need to take a step forward in getting the degree you want. This program will support you to attend any Canadian university or college within the Greater Toronto Area. Study at a post-secondary institution for a shortened 3-year program so that you can develop new skills and acquire the capabilities needed to compete and work in a professional environment.

What are the Eligibility Requirements and Incentives for Joining?

A number of conditions must be met before applying, if eligible, please see our incentives below:

1

Eligibility Requirements

- ✓ Must be a Drake General Store full-time employee for at least 3 years.
- ✓ Write a letter of intent for acquiring higher education.
- ✓ Have the Ontario Secondary School Diploma (OSSD).
- ✓ Earned an average of 60% or higher in your top 6 U/M level courses.

Incentives

- ✓ Receive funding for tuition and textbooks by both the Drake General Store and the Ontario government.
- ✓ Acquire free unlimited TTC and Go transport fares during your studies.
- ✓ Get an additional 5-10% salary increase within the first year at the Drake General Store after earning your degree.

NOTE: Only 20 applicants will be accepted for full incentives and the remaining will receive only partial incentives.

How to Sign-Up for this Initiative?

If you believe that you have the determination to acquire post-secondary education while being part of the Drake General Store community, please follow these instructions:

1. Go to our website: <http://www.drakegeneralstore.ca/apply/pro-post-secondary/>
2. Click on the “Apply Now” hyperlink
3. Fill out the application
4. Submit the form

Thank you for your interest in the Pro-Post-Secondary program which will begin on Feb. 3rd, 2017. Applications will begin on Nov. 1st, 2017 and end on Nov. 30th, 2017. For more specific information related to this initiative, such as application status and/or special needs, please contact me by emailing at [REDACTED]@drakegeneralstore.ca or by calling (416) 931 6319. We look forward to your cooperation.



Sincerely,

Name Lastname

Senior Leadership and Learning Consultant

ORIGINALITY REPORT

10%	0%	0%	10%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	Submitted to Ryerson University	10%
	Student Paper	

Exclude quotes Off
Exclude bibliography Off

Exclude matches Off

GRADEMARK REPORT

FINAL GRADE

91 /100

GENERAL COMMENTS

Instructor

CMN 201 (Sec 021) - F2017

[REDACTED], below is your grade breakdown for *Assignment #1: Direct Message*.

Sense of Audience: 18/20

Organization of Ideas: 15/15

Support for Ideas: 23/25

Purpose and Focus: 23/25

Use of Grammar: 12/15

Prof. Nubla

PAGE 1



Comment 1

Good memo heading design.



Comment 2

Italicize.



Comment 3

Effective introduction, which focuses on the needs of the audience. Well done, Mike.



Comment 4

Excellent.



Comment 5

Effective showcase of the program description. Can include a one sentence addition that includes a case study of another store that has adopted this program.



Comment 6

Replace with a verb.



Comment 7

Excellent use of table -- provides information in an easy-to-understand manner.



Comment 8

Creative note -- well done.



Comment 9

Edit for clarity.



Comment 10

Remember to include a period at the end of each step.

Can also enhance the complexity of the list to help warrant a list.

PAGE 2



Comment 11

Goodwill closing provided well.

Strikethrough.