

TCO 341

Communication Purpose Homework

Due Thursday January 17

Convert the following sentences to Fact A/B format on another sheet of paper.

1. Students want to set up a new organization for service projects at the university. They need to decide between a club, a fraternity, or an online group.
2. A student has already decided upon his topic for senior design. Now he must convince his faculty advisor that his idea is worthwhile.
3. An employee has purchased new software for her computer. She needs IT to provide training on the software so she can use it effectively.
4. A manufacturing company has created a new steam pressure machine. The machine releases pressure through a series of valves and tubes. This generates excessive heat and uses a great deal of power.
5. A developer has acquired a huge plot of land to subdivide into several residential areas. The land has a large number of trees and lots of brush that must be cleared before he can develop it.

Convert the following paragraphs to a three-part communication purpose statement on another sheet of paper.

1. A company needs to market its new innovations in engineering to the public, but has little money in the marketing budget. One of the new engineers is very familiar with social networking and thinks the company could benefit from a social networking presence. Before he can proceed, he must ask his boss for permission to set up an online presence for the company with Facebook and Twitter.
2. A student's senior design project is going badly; his design project isn't working and he has run out of money to try and improve it. He needs to ask his sponsor for more money, but first he has to rework his design and create a new plan to redirect his efforts. He must submit this plan to his faculty advisor for approval before he asks for more money.
3. An environmental engineering company is responsible for testing the creek that runs outside the power company, where chemicals are often released. An environmental engineer working for the company finds traces of a chemical harmful to fish, but needs more time to complete his research. The power company doesn't want to pay for further testing. The engineer needs to ask his boss for more time to complete the testing so that he can determine how harmful the chemical will be to the fish population.
4. The C-130 repair squadron at Robins Air Force Base has been using a special resin to repair cracks in the windshield of the plane. This resin has become hard to find and very expensive. A mechanical engineer has found a replacement resin, but he needs to conduct

some testing to see if it will be a suitable replacement. If it proves to be suitable, he needs permission from his superior officer to order it because it comes from a non-DoD supplier.

5. The dean of the Mercer School of Engineering has required that all freshmen attend supplemental instruction for calculus and chemistry. He has done some research and found that twice weekly attendance results in a GPA increase of half a point. He wants to expand the program this year and hire more SI instructors, but he needs a budget increase to do so. He must prepare a proposal to ask the provost of the university for more money to hire SI instructors.