

## HPJ COMMUNICATION SPECIALISTS

### Simulation (pages 217-225)

(Group Leader Should Complete This Form)

GROUP LEADER: \_\_\_\_\_

TEAM MEMBERS: \_\_\_\_\_

Job Number	Work Assignment/Task	Person Responsible	Completed	Edited By
Job 1	Table			
Job 2	Letter (use mail merge)			
Job 3	Letter (use mail merge) (Get beginning of letter from your teacher)			
Job 4	Outline			
Job 5	Email			
Job 6	Updating Job 1			
Job 7	Table			
Job 8	Agenda (using outline format)			
Job 9	Letter (use mail merge) (don't forget the enclosure information)			
Job 10	Tables (get interview schedule from your teacher)			
Job 11	Outline (or however you want to set it up)			
Job 12	Memo (be sure to include the Attachment)			
Job 13	Unbound Report with ENDNOTES (instructions call for footnotes, but use endnotes instead)			
Job 14	Table			
Job 15	Email			