

Cover Sheet

Assignment: Instructions

Date: 16 April 01

Organization: Professional Phone Camp

READER(S) AUDIENCE (what person or group): Professional Phone Camp.

- ❖ *Position in Organization:* staff.
- ❖ *Prior knowledge of this subject:* telephone sales agent 12 April 2007-08
- ❖ *Prior attitude toward this subject:* none.
- ❖ *Prior attitude toward me (writer):* top sales representative 2007 for PPC.
- ❖ *Reasons for reading (how to use this document):* produce more revenue for the company (PPC.).
- ❖ *Probable response (action expected) to this:* gain more knowledge about your job and how to maximize each customer call into a sales call.

WRITER/SENDER (Name & Section): Nancy Lee Destiny English 23503C

- ❖ *Position (for this writing):* employee of PPC.
- ❖ *Purpose for writing:* produce more efficient employees and more revenue.
- ❖ *Tone wanted here:* professional, friendly.

CONTENT/MESSAGE

- ❖ *Type of Document:* instructions.
- ❖ *Order of information:* same as original document.
- ❖ *Graphics needed/included:* N/A
- ❖ *My source of information:* self sales experience.