

GENERAL INSTRUCTIONS

Comm 390
3-Hour Business Writing MIDTERM
Wednesday, March 23, 2016
6:00 to 9:00 PM

Doors open at 5:30

The work you produce must be your own without the help of anyone else or you will receive a score of zero for this component of the course and may be subject to further disciplinary action. Any use of the Internet is prohibited during the timeframe of this assignment until you are cleared to submit your document. You must not communicate with anyone (other than invigilators or instructors) in person, electronically, or by phone.

Location: Swing 122

Bring your UBC picture identification. It will be checked during the assignment.

Bring a laptop to work on, make sure it is working well, make sure the battery is fully charged, bring a power cord (on-site power connections are available, but not guaranteed for all students in all locations).

Further details on the pages that follow.

Three-Hour Assignment Rules

- **Allowable software and applications** – During the assignment, you may have only your word processing software open—any use of the Internet during the assignment is prohibited. You may not use or have open your email program or Internet browser.
- **Confirmation of ID** – During the assignment, invigilators will come around to confirm your identification. Please have your student card or other picture ID ready.
- **Reference materials** – Do not use any reference materials, such as books or notes, during the assignment. Please leave all such materials in your bag.
- **Blank paper** – If you need paper for taking notes, raise your hand and ask an invigilator. You are not permitted to use any paper other than paper supplied by an invigilator.
- **Dictionary** – You may use the dictionary (and thesaurus) that is part of your word processing software. Other online dictionaries or software are not permitted; printed dictionaries are not permitted.
- **Battery power** – If you run out of battery power, raise your hand and let an invigilator know.
- **Computer failure** – If your computer or software fails to function for any reason during the assignment, you may switch to pen/pencil. Your work must be completed in a booklet provided by an invigilator. Write legibly and put your name, your student number, and the name of your instructor on the front. When you're finished writing, hand in your booklet to an invigilator.
- **Phones, etc.** – You are not permitted to use your phone or any electronic devices other than the one on which you are producing your assignment during the assignment period. Turn all other electronic devices off.
- **Leaving the room** – If you need to leave the room during the assignment to use the washroom put your hand up and wait until an invigilator gives you a nod. Leave your laptop, your phone, and other electronic devices in the room. Return to the room as soon as you are finished.
- **Assignment format** – Create your assignment as a single file—do not upload multiple files. Assignments must be submitted either as .doc, .docx, or .pdf files, as requested by your instructor. Make sure your name is on the assignment.
- **Uploading your assignment** – At 7:30 p.m. you will be told to stop writing and upload your assignment. Stop writing immediately, save your assignment, open your Internet browser, and upload your assignment to Turnitin as specified by your instructor. You must submit your assignment before 7:35 p.m. or a penalty will be applied (unless the delay was caused by a technical difficulty).
- **Early finish** – If you finish before 7:30 p.m. and are ready to upload your assignment, raise your hand. When an invigilator acknowledges you, open your Internet browser and upload your assignment to Turnitin. Please leave the room promptly.
- **Hand in this assignment booklet** complete with its sign-in cover, along with any working booklets you've used for notes and calculations.

Consequences for violating these rules – If you violate any of these rules, you may receive a grade of zero for the assignment and academic integrity disciplinary action, which could result in a grade of zero for the entire course.

COMM 390

Business Writing Assignment MIDTERM

Sauder School of Business, UBC
Wednesday, 23 March 2016

Instructions: You are required to write two documents, each intended for a different audience, in response to a request from the president of the company you work for. You must finish your work by 9:00pm tonight. The assignment is designed to assess your ability to work within a limited timeframe to develop and produce multiple responses to a single, significant business issue.

Submit your documents as one file (.doc, .docx, or .pdf) to Turnitin (or as specified by your instructor) **before 9:00pm**. Please include your name in the file name.