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https://www.100test.com/kao_ti2020/645/2021_2022_2010_E5_B9_B4_E4_B8_8B_c85_645417.htm Report writing Ex 4: Sample

answer: (235words) Reassessment of job satisfaction: Sue

Pearson(PR Dept.) Introduction This report sets out to use Workset colours to assess the accuracy of my job description as PR officer and to suggest a number of changes. Findings It is clear that there is a difference between the way the company views the job and the reality as I perceive it. Firstly, a number of areas which demand a significant proportion of my time are not mentioned in the official job brief.

The segment on the pie chart which provides most cause for concern is the pink sector. this relates to my attendance at a number of meetings which I can contribute little. Another significant area is the grey segment. this refers to the unscheduled time I spend sorting out computer problems. I feel these activities are hampering my core work. As can be seen from the pie charts, the time I spend actively working to meet the goals agreed with my line manager is less than envisaged. Conclusions The above discrepancies clearly indicate that my current job brief is inaccurate. Recommendations I would recommend that my official job brief should be updated using the Workset colours. It would also be valuable to consider the proportion of non-core colours in the pie chart and to investigate whether work in these areas could be carried out by someone else more suited to these tasks. 相关推荐: 商务英语(BEC)段落写作练习及讲解

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