

# Communications Department

## Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

### Task 1. Music In The Workplace:

Conduct research to determine the effects of music in the workplace and what if any music leads to a more productive environment for employees in an office workspace. Write a one page report on your findings.

**5pts Evidence: Report on Music in the Workplace: Submit in Canvas**

\_\_\_\_\_ is assigned to this Task

### Task 2. Junior Company Mentorship:

Multiple times each week, check in with junior communications department to see how they are doing with their workload and answer any questions they have concerning their series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior Vice President** \_\_\_\_\_ September week 4

### Task 3. October Company NewsLetter

Send out the October Company Newsletter and it should have an articles that give a general overview of what you do and highlights the company performances in the past year. Send copies to all employees and the digital media department

**10pts Evidence: October Newsletter:** Submit in Canvas as a PDF

\_\_\_\_\_ is assigned to this Task

### Task 3. Company Contact Information

Gather the junior and other senior company employee email and contact information. This will be used for a base to send out company advertising to potential customers. Once you have gathered the contact information, add it to your company customer contact group and then pass that information off to the marketing department for them to use for their month email marketing campaigns.

**10pts Evidence: Customer Contact List:** Submit in Canvas and send a copy to marketing

\_\_\_\_\_ is assigned to this Task