(Internal Communication)

To: Dean Jason Myers, College of Music

From: Tracy Summers

Subject: Edits for the College of Music Employee Guide

Thank you for allowing me to review and edit your Employee Guide. I have attached an updated version, and this email includes a brief overview, as well as some feedback about the edits I suggest.

You will find two files attached to this email:

- COM_Employee Guide_edits: An **edited version** of the Employee Guide with Track Changes and Comments enabled
- COM_Employee Guide_original: The **original version** of the Employee Guide

I used the Track Changes and Comments tools (in Microsoft Word) to capture edits and communicate feedback to you. The Track Changes feature tracked every edit that I made in the document. You have the option of viewing the document with the edits visible or hidden. When the edits are visible, you will notice comments displayed on the side of the document. You can accept all edits at once, or you can review and make a decision about each edit.

In the below sections, I briefly explain some of the edits I made to the Employee Guide. As you requested, your edited version is now consistent with the Faculty Handbook.

Writing Style

I adjusted the wording to make the content easier to scan and understand.

- **Conciseness:** I rewrote content to avoid unnecessary words and to clarify meaning. Using concise sentences helps employees understand content and quickly find the information they need.
- **Cohesion:** I specifically sought ways to make this guide cohesive. The edited version has consistent terminology and defined acronyms. Paragraphs include organized patterns and bulleted information. These adjustments help employees avoid confusion and recognize patterns.

Document Layout

Per your request, I adjusted the layout to make this guide look like the Faculty Handbook.

- **Consistent Design:** I adjusted the cover, added a border to the pages, and used the same typeface for headings.
- **Consistent Organization:** I created an introduction section to explain the purpose of the guide. This introduction mirrors the Faculty Handbook and helps your employees understand what they can expect to find in the guide. Also, I incorporated the same structure within bulleted lists. For example, when a phone number was included, that sentence was always the last bullet.

Summary

I enjoyed reviewing and updating your Employee Guide. The content was interesting, and I feel certain your employees will find this document helpful. Please let me know if you have any questions.

Sincerely,

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