

Memo

To: Professor Daria S. Heinemann
From: XXXXXXXXXXXXXXXXXXXX
CC: Students of COM 3300 Business and Professional Presentations
Date: February 19th, 2012
Re: Gender Issues may still exist in the Workplace

The purpose of this memo is to focus on gender issues that may still exist within the workplace. There will be a focus on three main categories to illustrate and support the main topic to include the ratio of leadership gender, ratio of success measured through promotion of each gender, and financial compensation differences by gender. Only information collected from fortune 500 companies will be used to limit the sample size.

Leadership Breakdown by Gender

The team will research and provide supporting material using fortune 500 companies as their survey sample to determine the ratio of men to women in top management level positions. They have theories that males heavily dominate this field and will be collecting unbiased information to either confirm their opinion, or deny it and correct a misleading stereotype.

Success Measured Through Promotion by Gender

Research will be conducted to determine the promotion rates of men to women in the work place to determine if any gender bias is present. A focus will be held on the length of time between promotions for each gender, determining how long each gender must wait for a promotion. Also, examinations will be done of the number of promotions given to determine if one gender is being promoted more often than another.

Financial Compensation Differences by Gender

By studying the pay and benefits offered to fortune 500 employees and averaging the salaries of each gender a conclusion can be drawn to determine if a bias exists in the pay brackets. Consideration will be given to rank and position. Averaging the pay of men and women holding similar positions and rank within various companies will insure properly weighted results. It will also avoid a biased answer when comparing the differences of laborers to executives.

Daria Heinemann 2/22/12 9:10 PM

Comment [1]: Hi team, see comments after the Memo

Daria Heinemann 2/22/12 9:04 PM

Comment [2]: Why are some words in your title capitalized, and others are not? Be consistent ☺

Daria Heinemann 2/22/12 9:04 PM

Deleted: which

Daria Heinemann 2/22/12 9:05 PM

Comment [3]: wordy - revise

Daria Heinemann 2/22/12 9:08 PM

Comment [4]: Fortune 500 should be capitalized

Daria Heinemann 2/22/12 9:05 PM

Comment [5]: What exactly are you referring to here? Sample size of what?

Daria Heinemann 2/22/12 9:07 PM

Comment [6]: This sentence has a lot of mechanical issues - revise

Daria Heinemann 2/22/12 9:10 PM

Comment [7]: What kind of research? I am afraid this assignment does not give you time to conduct research. Do you mean to say that you will be calculating something?

Daria Heinemann 2/22/12 9:13 PM

Comment [8]: Team, I am concerned, because this project does not give you time or resources to do this type of research. Remember that you cannot simply add things up and presume to find something. To do this type of research you would have to have good understanding of statistics and ANOVA formulas, to have information about the amount of people within each of the organizations, gender breakdown, promotions rates, years, etc. At this point I am afraid the project cannot be approved. I suspect that maybe you already have all these results and are potentially just not expressing that in your writing. If that is, in fact, so then great! You will need to let me see your sources and put them in your Memo.

Daria Heinemann 2/22/12 9:14 PM

Comment [9]: The issue here is that you are not taking into consideration the length of employment of people, and that may have a significant effect on pay

Daria Heinemann 2/20/12 10:04

Daria Heinemann 2/22/12 9:14 PM

Comment [10]: What about other factors? Length of employment....Education status....

After researching leadership roles, promotion rates, and financial compensation by gender, it will be shown that gender issues may still exist in the workplace. A conclusion will be drawn about the theory that males heavily dominate the workplace.

XXXXX
XXXXX
XXXXX
XXXXX

Hi team, you need to understand that your assignment here is to do an evaluation/presentation. This project will not be conducting formal research. Your approach here is some sort of analysis based on numbers that you take from somewhere...not really sure. Please re-write your memo addressing my comments. I would advise that you review assignment instructions carefully and make sure you understand what is expected. I am available for you if you need me - just let me know. We can always set up a Wimba classroom and all come together and talk about this project.