

Written assignment

Deadline December 7, 2020

Odevzdávárna in IS

Test of Writing

TIME 1 hour 15 minutes

Part 1

You **must** answer this question.

You are a lawyer representing Ms Sandra Meyer. Ms Meyer is the subject of a disciplinary investigation by her employer, Scansoft. Robert Woodly, Director of Human Resources at Scansoft, has written to you with a statement of Scansoft's position.

Read the letter from Mr Woodly, on which you have already made some handwritten notes. Then, **using all the information in your handwritten notes**, write a letter to Mr Woodly on behalf of your client Ms Meyer.

	<p>I have been informed that you are acting on behalf of Ms S. Meyer.</p>	
<p>She says everyone's doing it.</p>	<p>Ms Meyer is the subject of a disciplinary investigation, following the discovery of confidential documents in her briefcase as she was leaving the premises on 1st June.</p>	
	<p>She claimed she was taking them home to work on them overnight. This is contrary to company policy.</p>	
<p>Why? Discrimination?</p>	<p>She was stopped by a security guard at the gate, and she was asked to present her briefcase for inspection. When she did so, the confidential documents were found.</p>	<p>Staff not told.</p>
	<p>The company takes a very serious view of such behaviour and, if the investigation confirms the circumstances outlined above, this will lead to termination of employment.</p>	
	<p>While the investigation is in progress, Ms Meyer will be suspended without pay.</p>	
<p>A meeting - suggest time and place.</p>	<p>Yours sincerely, Robert Woodly</p>	<p>Unusual! Normal company procedures?</p>
	<p>Director of Human Resources Scansoft</p>	

Write a **letter** of between **120** and **180** words in an appropriate style.
Do not write any postal addresses.

For a clearer view, see page 12 in this document:

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