

A MICROSOFT OFFICE SPORTS MARKETING SIMULATION



PG –1 Instructor Memo: Communicating your team concept to your instructor

Goal:

Before you can begin creating your dream team, it needs to be approved by the league commissioner (teacher). To begin the process, you will be completing a planning form to help organize your ideas about your new team. Once you have made some decisions about your new team, you will create a memo to inform your teacher on what you have decided and why. Only after the teacher approves your team choice, can you continue in this simulation.

Skills Utilized:

Use Microsoft Word to create and format a business memo

Instructions:

1. Follow the instructions and complete the **Planning Form**
2. Using Microsoft Word, create a **new** document
3. Save as **lastname_PG-1 Memo to The Dream Team** folder that you have created in your Documents > Focus
4. Write a memo to your teacher by following
5. Carefully proofread your work for accuracy, format, spelling, and grammar
6. Resave the document
7. Turn-in electronically to the **Inbox**