

Writing WorkKeys Practice Prompts (updated 3/8/23)

Expanded Sales Territory: You are a salesperson assigned to a specific region, or sales territory. Your employer is offering you the opportunity to expand your sales territory which would mean more travel, but would also offer the possibility of more sales and more commissions. Would you like to take this position? Why or why not? (*personal opinion*)

Cubicles: Your company is planning to remodel its office space and is considering moving from separate offices to an open arrangement with cubicles. Do you support this change? Why or why not? Explain your answer. (*agree/disagree*)

Paternity Leave: Some companies offer paternity leave that allows fathers to stay home with their newborns for several weeks while still earning partial pay and benefits. Do you think this is a good policy? Why or why not? Explain your answer. (*agree/disagree*)

Productivity: Employees are not motivated and productivity has decreased over the last two quarters. The manager thinks that adding incentives for those who meet productivity goals will solve the problem. What do you think? Explain your answer. (*agree/disagree*)

Working Holidays: In order to be fair to everyone, your employer has decided to make all employees work on both the Thanksgiving and Christmas holidays. Do you agree with this decision? Why or why not? What suggestions do you have for determining who gets these holidays off of work? (*agree/disagree*)

College Education: Your employer is considering lowering the hourly pay rate for employees who do not have a college education. Do you think that policy is fair? Why or why not? (*personal response*)

Security Cameras: Your employer is experiencing a loss of profit. They are considering installing security cameras on the premises to monitor employees to find the source of the profit loss. Do you think the policy is fair? Why or why not? (*agree/disagree*)

Office Supplies: At your work, the office manager has noticed that people are using office supplies very quickly, and he is unable to keep up with demand for these products without exceeding the budget allotted to him by the company. He suspects that employees are taking supplies home for personal use. To solve this problem, he is considering locking the office supply closet, which would mean employees would have to borrow a key from him to gain access to items such as file folders, sticky notes, and pens. Write a letter to the office manager explaining whether you support or oppose locking the supply closet and why. (*agree/disagree*)

Casual Friday: At your work, the office manager has had a "Casual Friday" policy for years, allowing employees to dress in jeans and athletic shoes every Friday if they desire. But lately, she has struggled on Fridays with employees who are wearing extremely informal clothing to work, which she considers inappropriate. She has put out several notices in the company newsletter requesting employees to refrain from such clothing, but the problem has continued. Now she is considering canceling the "Casual Friday" policy. Write a letter to the office manager explaining whether you support or oppose canceling the "Casual Friday" policy and why. (*agree/disagree*)

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Flexible Scheduling: At your work, the office manager is considering allowing a flexible schedule where employees would be able to change their hours from 9-5, five days a week (Monday through Friday) to 8-6, four days a week (either Monday through Thursday or Tuesday through Friday). He is concerned, however, that productivity would decrease on Monday and Friday with large numbers of staff staying home. Write a letter to the office manager explaining whether you support or oppose the flexible schedule and why. Be sure to address the concern about lost productivity under the new schedule. (*agree/disagree*)

Overseas Relocating: Your company is considering opening a second office located overseas. Would you be willing to relocate from your current location to an international location? Write a letter to the office manager explaining why or why not. (*personal opinion*)

Cafeteria: At your work, management is planning to close the employee cafeteria and use the space for new offices. A small break room with vending machines will replace the cafeteria. Write a letter to management explaining whether or not you are in favor of this change and why. (*agree/disagree*)

New Office Location: At your work, the office lease is up and company profits are down. The chief financial officer has suggested that your company moves to a smaller office space to save \$5,000 a month in rent. However, employees would no longer have access to an exercise room and basketball court. Write a letter to the chief financial officer explaining your position on this proposed change and why you feel this way. (*personal response*)

Breaks: At your office, employees are allowed to skip their morning and/or their afternoon breaks to take longer lunch breaks. However, The personnel manager says that employees have been taking too much time on their breaks as a result of this policy. She wants to require all employees to take their morning and afternoon breaks and the standard lunch break. Write to the personnel manager explaining whether or not you are in favor of this proposal and why. (*agree/disagree*)

Relocation: The office manager contacted the employees. They realize by moving the company 400 miles away, they will save money. The new location is in a rural area with less monthly rent expenses. The company plans to move 100 employees to the new location. You are being selected to move to this new location. This will mean a pay raise for you. Write to the office manager taking a position on this topic. (*personal response*)