

REPORT WRITING – EXAMPLE #1

Bennett Beamer, the energetic product manager for a balloon-manufacturing firm, decided to develop a new process for creating puncture-proof balloons. He authorized three of his executives to spend up to \$20,000 each without consulting him. He also transferred one of his brightest employees, Baggins, to the East Coast plant to conduct independent research on the process. Within four days, Baggins developed an ingenious new approach to the balloon problem.

Questions:

1. Beamer transferred one of his brightest men to the East Coast. T F U
2. Beamer overvalued Baggins' ability. T F U
3. Baggins was not authorized to spend money without consulting Beamer. T F U
4. Baggins "bombed out"- that is, did not develop anything new. T F U
5. Only three executives were authorized to spend money without consulting Beamer. T F U
6. The product manager transferred one of his brightest employees to the East Coast plant. T F U
7. Three men were authorized to spend up to \$20,000 each without consulting Beamer. T F U
8. Beamer's opinion of Baggins was that he was a brilliant executive. T F U
9. Beamer was the product manager of a balloon-manufacturing firm. T F U
10. Baggins' newly developed approach solved the balloon problem. T F U
11. The executives authorized to spend \$20,000 each were working on the new balloon process. T F U