Instructions: Pretend you are the manager of a company. You must “invent” the company, that is, choose the type of company and a make up a name for it. Develop a two-page newsletter for your employees. (“newsletter” does NOT mean an actual letter with letter format—see examples posted in Ecampus). Include at least five news items—at least 5 sentences per news item, not just a phrase or one sentence—about information your employees need to know. At least one news item should be about some kind of upcoming meeting. At least one news item should be about a problem the company is experiencing. Come up with at least one news item that specifically relates to the company you are representing, that is, have at least one article that mentions your company’s products or services in some way. The newsletter must fully cover two pages and only two pages (and no big gaps of white space that could be filled with news or graphics). Since part of the grading emphasis will be on "document design," you want the information to be immediately visually accessible and presented in a clear, organized way; clear, concise, grammatically correct writing counts, too (no fragments allowed in text, even for emphasis). Word headings specifically, not generically (example: “Party Committee Meeting Thursday” – as opposed to just “Meeting”). Consider using different sizes of type, boldfacing, underlining, or any other method of special effect we may or may not have discussed in class. Do not use larger than 14-point type for the text of news articles, and do not use larger than 20-point type for headings. The newsletter itself should have a minimum of 500 words. Include at least one graphic (clip art, photograph, chart, table, drawing, etc.) Remember to title and date your newsletter, too. In addition to the newsletter, compose a memo (with correct memo format) to me (your instructor) in which you discuss in at least one paragraph and in grammatically correct sentences (no fragments) what type of company you manage, that is, what type of products you sell or what type of service you provide and for whom, that is, who exactly are your customers or clients. Also, state directly what problem you address in the newsletter and what type of meeting you have scheduled; sometimes it is hard to tell what you meant for the problem if you don’t directly make that clear in the memo. The audience for the memo is your instructor; the audience for the newsletter is employees (not customers or clients). If the main title of your newsletter does not specifically state the name of your company, state the company name in your memo. There is no minimum word requirement for the memo—just address the requirements in this paragraph.