The Memo Package Assignment Scenario. Paper instructions: Roxana Wheaton, President of Chalmers Controls, has asked you to research overseas markets for the language translation software program the company produces. She wants you to choose a viable country for distributing the product, explain why it is a viable country, and research and present the best ways to communicate with business professionals in the country you selected. Finally, she wants you to draft a letter to a prospective distributor in that country for her review. Wheaton has asked you to present your research in an organized, focused memo to her. She has asked that you clearly outline the research you conducted, the sources you reviewed, the information you gathered, and the criteria needed to correspond effectively with the overseas market — what business writing etiquette is specific to the country you chose? How are those business writing expectations addressed in your draft letter? Assignment 1 Memo: Type a memorandum to Ms. Wheaton. The memo should include at least two viable references no older than three years using APA 7 format and citation style. Put your references on their own page following your memo to Wheaton. Instructions for MEMO: • Identify the country you selected for distribution of the software and why it is a viable market. • Outline the research you conducted to identify the viable country and to learn how to communicate in writing to the potential distributor. • Include the sources reviewed for your research in your memo to Wheaton, both using in-text citations and on a references page following the memo (sources must be no older than three years). • Include information you gathered using a combination of summary, paraphrase, and limited direct quote from your sources. • Explain the criteria and cultural considerations used to draft the letter. Unacceptable Sources: • Encyclopedia • Wikipedia • Dictionary • Blogs • General Websites Acceptable Sources: • Primary Source written by experts • Secondary Source supported by research • Peer reviewed • Educational/University websites (Harvard etc.) • Legit .gov and .org • Credible source from experts in the field