

# WESTMINSTER COLLEGE

MPC applicants who do not have a readily available sample of their writing or are asked to submit additional writing materials by the MPC Admissions Committee may respond to the following two scenarios and mail them to the following address (please include your name and social security number):

Graduate Admissions  
Westminster College  
1840 S. 1300 E.  
Salt Lake City, UT 84105

## **DIRECTIONS FOR THE MPC WRITING SAMPLE:**

Write a report in the form of a memorandum for each of the two situations given here. Each should be 2-4 pages, double-spaced. The second report probably will be the longer of the two.

Begin each report with a conclusion, and then use the rest of the report to provide evidence and support for your conclusion.

You do not need specialized training for this assignment. The committee will be looking for clear writing and logical thinking appropriate to these particular business situations.

### **1. WRITING A PERSONNEL ACTION REPORT ON A DISHONEST EMPLOYEE.**

You don't like to do such things, but you must report one of your subordinates for cheating on his expense claims. In fact, you must recommend his discharge.

One of your duties as sales manager of the Hi-Tech Corporation is to review and approve the expense vouchers of your salespeople. For the past seven months you have been concerned about the expenses claimed by Marcus A. Weise. They have been high -- about 30% above the norm. You talked to Marcus about the matter three times. He took offense each time, saying that his expenses were legitimate and noting that he had the receipts required (he did). So each time you took no action and asked only that he watch his expenses in the future.

But the Friday before last you made a startling observation. You were having dinner at the exclusive Bilbo Restaurant when you caught a glimpse of Marcus, his wife, and his two teenage children being escorted to a dining room at the rear of the restaurant. (You don't think he saw you.)

You thought nothing of the incident until you reviewed Weise's expense vouchers at the end of the next week. Weise had submitted a receipt for \$121.80 from Bilbo's Restaurant, and it was for the night you saw him. On the voucher he had noted that this claim was for entertaining Paul Probst, Patricia Krahl, and Denton Parr of the Waymond-Mills Manufacturing Company (one of his good customers).

You wondered how often this had happened. Checking past records, you found that Weise had submitted two other vouchers for Friday night entertainment of customers. As Friday night is not a normal time for customer entertaining, you became suspicious. On one of the vouchers you noticed that Cyrus S. Sanders, whom you knew from your days of field selling, was named as one of the customers. You telephoned Cyrus. He reported that Marcus had never entertained him, that he didn't know Marcus, and that he no longer had any buying duties that would make him a subject for such entertainment.

You confronted Weise with the evidence. At first, he denied any wrongdoing. Then he admitted

his guilt and promised that it would never happen again. He even promised to pay back “every cent I owe.” But you do not tolerate such behavior. So, following company procedure, you will recommend to Gladys Jordan (the vice president for sales and your superior) that Weise be fired. You will present your recommendation in a memorandum report, following the company’s standard practice of beginning such reports with a conclusion (or recommendation) and continuing them with supporting facts and analyses. And yes, you will recommend that \$378.40 -- the amount of the vouchers that Weise admitted were fraudulent -- be deducted from his final paycheck.

## 2. INVESTIGATING AN EMPLOYEE DRIVING PROBLEM FOR NORTHERN LIGHTS PETROLEUM

Assume the role of assistant to the plant manager at the Whitesboro refinery of Northern Lights Petroleum, Ltd. Your boss, P. D. Hanks, has asked you to investigate a problem that was brought to his attention.

The problem was the alleged speeding and reckless driving of Northern Lights workers after leaving the plant at the end of the workday. These were said to occur on the four-lane roadway from the main gate of the plant to the highway going into town. Most of this roadway is on plant property, but the last quarter mile goes through a residential area. As reported to Mr. Hanks in a visit from three residents of that area, the speeding and reckless driving (primarily speeding) of Northern Lights workers had resulted in some serious accidents and a number of near accidents.

Mr. Hanks’ first reaction was that this was a problem for the local police. But in the interest of good public relations, he concluded that the company should look into the matter first. So he asked you to do some preliminary investigating for him. “Find out if there really is a problem,” he instructed. “Get the facts for me in a brief report. Then give me your best advice as to what I should do.”

With the help of plant security workers Lucy Adamek, Felix Garcia, and Todd Tracy, you began the investigation by making a radar check of the speeds of automobiles leaving the plant at the end of one workday. Although it was difficult to record the speeds of all these automobiles (they came by in rapid succession), you concluded that of the 359 automobiles leaving the plant, 9 traveled at speeds between 40 and 50 miles per hour. (You observed two instances of what appeared to be racing.) You also concluded that 298 of the remaining automobiles traveled at speeds between 30 and 40 miles per hour and that only 33 automobiles were clearly under the 30 mile-per-hour speed limit. In addition, you observed 37 failures to stop at the one stop sign between the plant gate and the highway going into town.

A quick check with Captain Amy Lubby of the local police department showed that three accidents had occurred along the roadway in the past 12 months. Two of these accidents were speed related, and one resulted from a failure to stop at the stop sign. All three accidents involved extensive damage to automobiles, and in one of them two people were injured, requiring five and seven days of hospitalization, respectively. The police had no record of near accidents, but they had received reports of them from residents in the roadway area. Because the police were shorthanded, they had not patrolled the roadway very much, though they admitted that they probably should have. They were willing to begin patrolling it if plant officials or area residents asked them to do so.

On the basis of these facts, you have concluded that the problem is real. You think that Mr. Hanks should make an appeal for slow, safe driving to the employees. If that doesn’t work, you think that he should call in the police to correct the situation. Now you must write the memorandum report that will convey your findings and your advice to Mr. Hanks. You may supply any additional details that you need, but they must be consistent with the information given.