
Hospitality Case Study

While communicating to all staff to provide details of the event and any follow up required from them one will use the Internet through web pages since data posted to a webpage allows immediate access of the data by everyone in the organization. In addition, I will also use networking which basically will allow me write to the company which ran the event last year and chosen again to coordinate the event requesting further information on the types of activities and request information and assistance.

In addition, I will also use networking to write a letter of refusal to the competitor company that offered its services but will not be required for the event because networking allows collaboration of documents and reports therefore making communication easier and beyond conversational relations in to something close to computer-generated partnership. Moreover, I will also use wireless communication to send invitations to the residents so that they can attend the morning tea through the use of the company's network in sending memos to them.

I will use the block format layout in writing each document whereby all the information is justified on the left-hand side; In addition in order to ensure that my letter is easy to read as it is a requirement by the organization, I will make use of times new roman or even 12-point Arial, Nevertheless, I will also ensure that the page margins are of 1 inch to ensure that the letter has a professional look as it is also required by the organization.

I will ensure that I use the alignment basic design principle which creates an ordered design by doing away with the disorganized effect which is brought by items which are randomly placed, therefore ensuring that the design is consistent with requirements. In addition, I will also align elements which are not close to each other which will give an invisible connection between them.

If I were to discuss and clarify this with the person that has requested this document I will do it before handing over the documents and the following are the things which we may engage in discussing; First about the type of technology and the software applications used, the layout and style which you would use and how the layout style relates to the requirements of the organization and lastly how you have used basic principles in ensuring that design is in line with the requirements.

The types of files and records I would need to open are: master file and records, history file and records, backup file and records, audit file and records, work file and records and finally transaction file and records. The process of opening the files and records will be as follows; First I will start by opening the work files and records which will enable the processing of business

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data, then opening the master file and records which contain information which is usually updated based on the current transactions, then the audit files and records which ensures that all the computer procedures are followed, then the transaction files and records which keeps the records that are relating to running of the business, then the back files and records which provide copies in case of loss or damage and finally the history files and records which are used for referring to past business information.

The ways in which I will design the documents so as to ensure efficient entry of information are Top-down design and Bottom-up design. Moreover, the functions which will be used to ensure consistency in design and layout of the documents are as follows; First the Use of the same font size and font color mainly for all the headlines in a document, then all the page numbers are supposed to be put on the same location on the page and lastly a uniform method will be used in spacing of paragraphs.

The input devices which I will need in order to develop my document include; Keyboard which has numbers, the alphabet and symbols which are mostly used, Stylesheets which bring consistency in color, font style, indents, fonts among other aspects and grids that are used to ensure that there is consistency in placing of the page numbers, footers and headers among other elements.

The aspects of style and layout of the document that I would need to check manually should meet the following requirements; First, the basic design principle of the organization should be in order, Proofreading should be done to make sure there is consistency in design and layout before the ultimate result and finally reviewing the formatting and the use of styles in my document.

The techniques which can be used in order to meet the designated timeline can be described as follows; first I should be clear on what the clients expect before I start the project, Second I should come up with a plan that shows what is needed of the project, thirdly should start working according to the formulated plan, fourth checking whether am working in line with the project plan and finally designing a working methodology that will make me work in line with the project plan.

In order to avoid loss of data I should store my documents in form of a softcopy this is because I will be forced to create password thus making sure that that the accessibility of documents is minimized. If I was to face basic difficulties I would; first accept that the challenge is happening as opposed to dismissing the challenge which comes your way, Second by taking action of doing something about the problem, thirdly evaluating of the facts so that you are ready to face the problem, Fourth taking into account of the resources that you have to help you in solving the challenge and finally communicating our problems to our mentors who can help solve the

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problem at hand.

The following are methods of proofreading a document; I will proofread my document by taking my time and proofread it using my eyes, then I will look for one problem at a time, I will also review facts, names, and figures to see whether they are properly written and finally I will use spelling checkers to capture any possible slip-ups. Moreover, I will name the document as per the name of the project and store it in private drive till I share out the information. Nevertheless, while proofreading the mistakes which I find out in the document I will rectify by using a spelling grammar checker and finally I will print my documents using the following methods; Shipping Providers, copy and print shops, public university libraries and finally use of online printing services.

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