



GRUPO CORTEFIEL

TASK INSTRUCTIONS

Cortefiel is a company that sells stylish fashion and accessories to both women and men. Unfortunately, due to financial hardship, it needs to downsize to sustain its financial status.

You and your partner have been hired as consultants to help the company lay off one of its employees. Therefore, your task consists of two parts: (1) decide which employee to lay off; and, (2) write a formal letter to the company's CEO, Juan Carlos Escribano justifying your choice.

TASK PART #1

In this part of the task, you will see six employee profiles that contain the following information:

- (1) name of the employee
- (2) age of the employee
- (3) years in the company
- (4) position in the company
- (5) salary
- (6) two adjectives that describe the employee
- (7) employee evaluation
- (8) a memo with a brief statement that highlights some aspect of the employee's performance in the company

With your partner, review the information that you have on each employee and discuss until you reach an agreement on which employee you will recommend to lay off.

Once you and your partner have reached an agreement on which employee you will lay off, you will move on to the second part of the task.

TASK PART #2

With your partner, write a formal letter (using formal Spanish) to the CEO of the company, Mr. Escribano, explaining your decision for laying off the employee you chose.

PLEASE NOTE that you both must collaborate to produce the exact same letter (word-for-word), even though you are writing your own copy AND *without* simply copying each other's letter. If you make a mistake, simply draw a single line through your writing with your pen, ~~like this~~.