



Word Processing Directions

1. Start your word processing software program.
2. Write the employee policy. Proofread and edit your work to make sure that it is correct and concise and provides consequences if not observed.
3. Save your work.
4. Print out a copy of your completed employee policy if your teacher has instructed you to do so.
5. Answer the following questions.

Interpreting Results

1. Why should entrepreneurs provide *written* policies to their employees?

2. Exchange your completed employee policy with a classmate. How does your version differ from your classmate's. Reread your own employee policy. How would you change it after reading your classmate's employee policy?

Drawing Conclusions

3. Could small businesses succeed without written policies? Explain.
