**ROMBLON STATE UNIVERSITY**

**College of Engineering and Technology**

**Main Campus, Odiongan, Province of Romblon**

**GROUPWORK #2**

**MGT 421 ENGINEERING MANAGEMENT MW – 8:30AM – 10:00AM**

**Engr. Reynaldo P Ramos, PhD MF – 10:00AM – 11:30AM**

**COMPANY BROCHURE AND FYLER**

1. **BROCHURE: COMPANY PROFILE**
   1. The brochure and flyer bears your logo, company name, mission and vision statements, contact numbers and address, or website (if available).
   2. Provide a brief description of your company, highlighting the main products and services offered by your firm. Specifically, explain each of the coverage and extent of the products and services as part of your marketing material. You can include images/photos/graphics to show these products and services. You can get them from the internet but make sure that these images/photos/graphics are free to use or no “copyright”. Otherwise you have to indicate the sources.
   3. You can list down some of your major completed and on-going projects and clients/customers. Include photos/images to show these projects.
   4. Provide a simple organizational chart of the company, showing the main officers/personnel of the company. The main officers are the members of your group. If you have identified additional personnel/staff, only indicate the positions in the chart.
   5. Include a brief description or profile of your main officers/staff in terms of their qualifications: years of experience, educational attainment, specialization, trainings, etc. Make it realistic, NO EXAGGERATION in describing your staff. You can include photos of your officers.
   6. **You can use a special paper – short size, maximum of 5-pages (back-to-back) or 10-pages (only one side). Lay-out should be clean and properly arranged for easy reading. Fonts and colors should be pleasing to the eyes.**
   7. **This is optional: You can package your brochure by using a personalized folder or envelope or any creative package to insert your brochure.**
   8. For queries and comments, please post in our course website or during the class.
2. **ONE-PAGE (TWO SIDES) FLYER**
3. The flyer is the short/summary version of the brochure which contains the main information about your company.
4. You can also use a special paper – short size and you can fold the paper and arrange your information to describe your company.
5. Be creative to lay-out your flyer which describes best your company.

**DEADLINE: 08 AUGUST 2016**

**LATE SUBMISSION WITH POINT DEDUCTION, EVERY HOUR – ONE POINT**