Instructions
Write a bad-news memo to your employees, instructing them to immediately delete and discontinue illegally downloading music files. Identify legal methods currently available that will enable them to continue listening to music. You will need to conduct additional research to provide solid details supporting your decision to ban illegal music downloading in the workplace. You MUST include statistics from http://www.riaa.com/faq.php in your reasons supporting your decision. A memo should not exceed one page; therefore, you must clearly convey your message in concise writing.

Background Information
- Aspire Consulting opened during the late 1990s in southern California
- Employees are given freedom of personal expression
  - some employees bring their pets to work
  - rollerblade to meetings
  - play guitars to relieve stress
  - play music on their personal computers
- You are the director of computer security
- The music industry has begun filing lawsuits against companies that allow employees to illegally download copyrighted music files

Grading
Value: 50 points
Criteria:
- Proper memo format as shown in the textbook and/or class (The textbook example is acceptable, except the bullet points – DO NOT use bullet points in this memo. The textbook refers to templates. The only approved memo template is the one provided in Microsoft Word and you must delete all graphics and background objects.) Both the electronic and hard copy must be typed on letter-size paper using a 12 pt, standard font (Arial, Times New Roman, Helvetica, or Calibri) and 1” margins. You must initial next to your name on the hard copy.
- Appropriate sentence and paragraph structure according to the medium and intent of the message
- Inclusion of necessary information and conveyance of intended message