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Brienna Jordan English 100 T/TH 2: 00 Writing # 2 outline Thesis statement: To be a good boss you must have many qualities such as setting priorities; you also have good communication skills, and last treating all employees fair. I. (1st complete topic sentence, including transition) First you have to set your priorities straight A. Setting priorities first requires organization B. A well-organized boss has schedules, information, and supplies kept in such a manner that can be easily accessed. C. They are focused to constantly rearrange their team’s priorities to meet pressing demands. D. Check in with the team on a regular basic II. (2nd complete topic sentence, including transition) Second, you must have good communication skills A. Great bosses communicate their vision, goals, plan, and expectations well. B. Good communication means better relationships in the work environment. C. Explain the effect of in appropriate problem a boss may use D. They keep their employees informed so that they are not caught unaware. III. (3rd complete topic sentence, including transition) In addition, you also have to treat you employees fair. A. Boss treats their employees with the same amount of respect. B. They also treat their employees as members of the team C. They show understanding and the appropriate support of other team members to help get the job done. D. They treat fellow members with courtesy and consideration. Concluding restatement of thesis: I think the qualities of a good boss is the most important to employees because if you need any assistance they are there to assist you.