

# Brienna jordan

Sociology, Communication



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 basis 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 your 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.