Transworld Environmental Associates

September 25, 2017

Memo

To all agents:

We have a client, Ms. Carmen Santiago, who is seeking to move to a new locale. She is open to any location on the Earth, but really wants to be fully informed about her opportunities before making a decision. In the best interests of our client we are sending out exploratory teams to the many diverse biomes that encompass our planet. Each team will be required to research their environment and report back to Ms. Santiago in a presentation. The project will be delivered in three parts: an oral presentation, a food web poster and a diorama of your biome. Presentation reports should be comprehensive for their biome. They should be between 5-10 minutes. Presentations can be delivered by one, or up to all members of the group. The format for presentation delivery is open. Food Web posters should be no less than 18”x22”, and in color. Food webs should also be comprehensive. Dioramas should be as realistic as possible, but there are no parameters to size or content. Food Web posters and dioramas will be presented as part of your oral presentation, but not in lieu of your presentation. Groups can choose from one of the biomes that we will learn about in class. There will be only one group per biome.

Ms. Santiago is one of our most important clients, so your performance on this task needs to be your best effort. I look forward to seeing all of you at the team launch meeting.

Waldo Findahaus

President and CEO, Transworld Environmental Assoc.