

Date: January 10, 2010

To: Joanne Mirou

From: Melissa Noble

Subject: Recommended Communication Interface for Internal Use

The following report compares two software programs and makes recommendations about the most suitable product for our company. I have researched software packages offered by various companies

and narrowed my choices to two: Softronic and MediaCorp. The main criteria used when selecting the software were: 1. cost, 2. user-friendliness, and 3. technical support.

1. Cost:

Softronic offers a more competitive price in comparison to some other companies, including MediaCorp. The one-time price is \$23,000. There is an annual user fee of \$650, which includes installation, upgrades and technical support. The MediaCorp product has a slightly higher price and an additional

fee for each upgrade. However, it does not charge an annual user fee. See the table below:

Cost:	Softronic	MediaCorp
Price	\$23,000	\$25,700
Annual fee	\$300	\$0
Upgrades	\$0	\$250

2. User-friendliness:

Both companies sent demos of their products. I asked some staff to test them for user-friendliness. Our staff found that both products are easy to use and no extensive training would be required. Softronic offers free software training with a five-year contract for their services. MediaCorp provides manuals and training materials free of charge. The Softronic product may require additional upgrading of the hardware in some of our offices.

3. Technical support:

Both companies offer excellent technical support online and by phone.

Conclusions and Recommendations:

The Softronic product is a more cost-effective choice in comparison to the MediaCorp product.

Examples Of An Informal Business Report

**Richard H. McCuen, Peggy A.
Johnson, Cynthia Davis**



Examples Of An Informal Business Report:

Readings in Modern Business Literature Adolph Charles Babenroth, Howard Thompson Viets, 1928 *Business Report Guides* Dorinda Clippinger, 2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists *Business Report Guides* gives ample information to apply instantly It also works as a handy reference for use throughout your career

Dynamic Communication for Engineers Richard H. McCuen, Peggy A. Johnson, Cynthia Davis, 1993-01-01 Communications skills are essential to all professional practices but often it is a skill for which most engineers are least prepared The authors provide a hands on approach on communicating more effectively in the workplace This comprehensive guidebook tailors instructions to the special needs of engineers as real world examples illustrate a variety of communication situations Topics include procrastination technical writing style communicating technical data and statistics ethical considerations technical reports oral communication graphics and visual aids business correspondence r sum s job interviews and nonverbal communication Undergraduate and graduate students as well as professionals just entering the work force will find this book an easy to read and concise handbook for mastering the fundamentqals of professional and technical communication

Internal Revenue Service's 1988 Report on the "tax Gap" United States. Congress. House. Committee on Ways and Means. Subcommittee on Oversight, 1988

Private Sector Development in an Emerging World Diederik Boer, Harald Sander, Katharina Friz, Antonella Anastasi, 2023-12-04 This book explores the interactions between private sector development public policies and societal institutions with a strong view on contributing to sustainable and inclusive development in emerging countries The private sector is often praised as an engine of economic growth This belief has led to significant efforts to promote private sector development in emerging countries Development agencies prioritize private sector development and national governments are following suit resulting in often huge incentives to stimulate and attract private investment However private sector development is not a panacea for sustainable and inclusive development as the past decades have clearly shown Economic growth societal development and environmental sustainability are often in a sharp conflict and more often than not economic growth has failed to improve the lives of all citizens This book examines the role the state and the private sector should play to benefit from the dynamics of business development while ensuring that these benefits are shared broadly without jeopardizing sustainability The views presented differ in detail but the analyses and case studies presented share common themes namely that the relative roles of state and private sector of should be balanced and that this particular balance should be based on the context of each

country in order to make the private public sector interaction work for all people **Business Reports, Investigation and Presentation** Alta Gwinn Saunders, Chester Reed Anderson, 1929 **Professional Report Writing** Simon Mort, 1995

Simon Mort provides practical guidance on such topics as deciding the format structuring a report stylistic pitfalls and how to avoid them making the most of illustrations ensuring a consistent layout The theme throughout is fitness for purpose and the text is enriched by a wide variety of examples drawn from business industry and government Simon Mort's book is an indispensable reference work for managers civil servants local government officers consultants and professionals of every kind **Advanced communication skills** Mr. Rohit Manglik, 2024-02-03 EduGorilla Publication is a trusted name in the education sector committed to empowering learners with high quality study materials and resources Specializing in competitive exams and academic support EduGorilla provides comprehensive and well structured content tailored to meet the needs of students across various streams and levels English (Core) - SBPD Publications Amit Ganguly, 2021-06-01

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of Academic Research Richard H. McCuen,1996-01-01 Students and graduate students who are beginning to do research often have many difficult questions and concerns This book is designed to give a comprehensive reader friendly overview of all the key aspects of conducting and presenting research It includes chapters on topic selection time management using the information highway getting your research published and more Humorous research related illustrations enhance the text Students as well as the faculty who work with them will find this book to be an invaluable research tool *The World Book Complete Word Power Library* World Book Encyclopedia, inc,1981 These volumes have been developed specifically to help you increase your overall ability to use words Word Power the collection of skills and techniques that enable a person to communicate effectively is perhaps the most vital area for personal growth that you will ever encounter **English (Core) by Amit Ganguly (SBPD Publications)** Amit Ganguly,2021-07-01 An excellent book with thorough coverage for MA and BA classes also very helpful for the students preparing for various competitive and professional examinations UNIT I 1 Phonetic Symbols 2 Primary and Secondary Stresses 3 Rising and Falling Tones Intonation UNIT II 4 Time and Tenses 5 Direct and Indirect Speech UNIT III 6 Parts of Speech 7 Articles 8 Prepositions 9 Active and Passive Voice 10 Verbs Modals 11 Transformation of Sentences UNIT IV 12 Common Mistakes in English UNIT V 13 Report Writing 14 Letter Writing UNIT VI 15 Comprehension 16 Precis Writing 17 Paragraph Writing **World Development Indicators 2008** World Bank,2008-04-11 Looking for accurate up to date data on development issues World Development Indicators is the World Bank s premier annual compilation of data about development This indispensable statistical reference allows you to consult over 900 indicators for some 150 economies and 14 country groups in more than 80 tables It provides a current overview of the most recent data available as well as important regional data and income group analysis in six thematic sections World View People Environment Economy States and Markets and Global Links **Business Management for Standard Grade** Alan Bryce,2002 This textbook has been specially written for Standard Grade students It provides practical graded tasks using modern tools spreadsheets databases and the Internet to see how business really works The case studies help encourage class discussion and stimulate learning *The Little Red Writing Book Deluxe Edition* Brandon Royal,2013-01-01 For Writing and Grammar Aficionados from All Walks of Life This deluxe edition contains the complete contents of The Little Red Writing Book and The Little Gold Grammar Book Whereas writing is based on principles in which writing is deemed better or worse more effective or less effective grammar is based on rules in which writing is deemed right or wrong correct or incorrect With coverage of the most useful writing principles and the most commonly encountered rules of grammar The Little Red Writing Book Deluxe Edition is an invaluable guide for anyone who wants to master those skills that will make a good writer even better Enjoy the benefits of your own self paced writing course Writing has four pillars structure style readability and grammar and each pillar is like the single leg of a sturdy chair Structure relates to organization and deciding in which order to present your ideas Learn how to choose the best writing structure to develop your ideas how to break your

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Contextualising African Studies Christian Harrison, Kingsley Obi Omeihe, 2023-12-12 Presenting ten exciting chapters delving into the socio cultural aspects of African contexts and their profound impact on regional national and international business Contextualising African Studies lays the foundation for a comprehensive exploration of Africa's business landscape

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