Memo

To: English 420 Business Writing Students

From: Name of Students

CC; Instructor

Date: 10/31/2007

Rec Client-Based Service Learning Project- Formal Proposal

Company Name: Lafayette Brewing Co. Contact Info: Lafayette Brewing Co. Address, phone, e-mail

Goals/Mission Statement of the Company: Greater Lafayette's First and Only True Brew Club.

This is pretty much our company's mission statement. The goals of the Lafayette Brewing Co. are to establish a high class, fun brew house. The Lafayette Brewing Company is very proud of producing fresh beer. They use absolutely no preservatives whatsoever. To make their company have that high class feel, they have established good speakers for sound, great lights, and ample room for the foliations. All of these factors are what separates the Lafayette Brewing Co. from other local restaurants.

Intended Audience

The intended audience for this project is the type of customers that the Lafayette Brewing Company would like to attract. Because of LBC's determination to be a higher-class restaurant in the Lafayette community, our intended audience would be students looking for a nice night out, or beer coinsures looking to try a local brew. Furthermore, if we limit our advertising campaign to Purdue campus, many faculty and staff would be targeted as well. If we were to expand our advertising outside of Purdue, we would push LBC to local professionals looking for a lunch place, and a local restaurant to take visiting clients and other business trips.

Resources Needed

The resources needed to complete this project will be mostly collaboration with the company to zero in on their intended goal and need. Also important will be the research required to ascertain the cost vs. benefit, and potentially the highest yield demographic, and the best way to advertise to them. Finally, to actually implement our advertising scheme we would need the financial resources to purchase the materials. Research

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Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu

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Howard S. Lowry, 1985 Handbook of Technical Writing, Ninth Edition Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2009 This comprehensive resource organized alphabetically by topic provides guidance on the business and technical writing process real world examples in depth treatment of grammar and usage and up to date coverage of the latest office technology Outlook 2007 All-in-One Desk Reference For Dummies Jennifer Fulton, Karen S. Fredricks, 2011-02-23 Nine minibooks spanning more than 800 pages make this an indispensable guide for Outlook power users Covers the new Outlook interface and features and offers detailed coverage of Outlook tools techniques and tricks Minibooks include Outlook basics e mail RSS and news personal information management managing and controlling information collaboration functional forms VBA programming managing business information and maintenance management and troubleshooting Office has more than 120 million users worldwide 90 percent of the business productivity software market and most of these users look to Outlook for e mail calendaring and personal information management Outlook 2007: Part I, All about New CLAiT Using Microsoft Outlook 2003 Andrea Jones, 2005 All about New CLAiT Using Microsoft Office 2003 Andrea Jones, 2005

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- 1. Understanding the eBook Memo Format Paper
 - The Rise of Digital Reading Memo Format Paper
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Memo Format Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Memo Format Paper
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Memo Format Paper
 - Personalized Recommendations
 - Memo Format Paper User Reviews and Ratings
 - Memo Format Paper and Bestseller Lists
- 5. Accessing Memo Format Paper Free and Paid eBooks
 - Memo Format Paper Public Domain eBooks
 - Memo Format Paper eBook Subscription Services
 - Memo Format Paper Budget-Friendly Options

- 6. Navigating Memo Format Paper eBook Formats
 - o ePub, PDF, MOBI, and More
 - Memo Format Paper Compatibility with Devices
 - Memo Format Paper Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Memo Format Paper
 - Highlighting and Note-Taking Memo Format Paper
 - o Interactive Elements Memo Format Paper
- 8. Staying Engaged with Memo Format Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Memo Format Paper
- 9. Balancing eBooks and Physical Books Memo Format Paper
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Memo Format Paper
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Memo Format Paper
 - Setting Reading Goals Memo Format Paper
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Memo Format Paper
 - Fact-Checking eBook Content of Memo Format Paper
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements

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