

Memo

To: Danielle Nicole DeVoss
From: YOUR NAME HERE
Date: 3/18/2011
Re: Final Project Proposal

Project Purpose

State the purpose of your project. Be sure to explain why the project is useful and/or interesting, how it connects to this class, how it connects to your major/goals/ideal job, etc.

Project Product

Describe the product of your project and your methods/approach to completing the project, as best you can at this point. For example:

- Will you be creating the design and an identity marker for your professional portfolio web site? If so, what specific visual elements do you plan to create? What research and design processes will you engage to create these elements, workshop them, test them, and polish them?
- Will you be writing a report analyzing, critiquing, and making suggestions for the visual content of a web site? Will you work with representatives of the group whose web site you are critiquing? What specific aspects of the site will you focus on in your report? How will you analyze and propose suggestions for these specific aspects?
- Will you be designing a logo for a nonprofit organization you're working for/with? What steps will you take as you get started? What research will you do? How often will you meet with representatives of the company? What example documents/materials will you incorporate the logo into to present as part of your final project?
- Will you be creating a set or sequence of assignments for integrating visual work into a writing course you are teaching or plan to teach? If so, how will you begin work? Will you review existing syllabi and assignments? Will you brainstorm ideas with other teachers? How will you use the work and research we've been reading to scaffold your assignments? What, specifically, will you produce?

Example Of A Short Memo Report

KAVITA TYAGI,PADMA MISRA



Example Of A Short Memo Report:

Report Writing for Criminal Justice Professionals Larry S. Miller, John T. Whitehead, 2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50 75% of their time writing up administrative and research reports Much of the legal process depends on the careful documentation that records crucial information And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well written accurate brief and complete report Report Writing for Criminal Justice Professionals provides practical advice on report writing with specific writing samples and guidelines The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court Important concepts are emphasized with related checklists forms and pull out chapter tests The material is organized into three sections The Nature of Report Writing The Mechanics of Report Writing and The Modernization of Report Writing NEW TO THIS EDITION Updated and revised with new material on forensics and scientific reports crime reporting common errors in forensic reports and automation of report writing Appendixes are thoroughly revised with new examples of reporting forms worksheets and reports including a sample forensic lab report and presentence investigation report Text complemented by numerous examples sample reports and tools Each chapter concludes with a sample test for the reader to self evaluate learning Appendices include model reports examples of agency instructions for completing report forms and selected readings

PROFESSIONAL COMMUNICATION KAVITA TYAGI, PADMA MISRA, 2010-12-16 With the younger generation today seeking jobs in multinational corporations large companies or the civil services in the government and the competition becoming stiffer and stiffer with each passing day it is only natural that the ability to communicate effectively precisely as well as to acquire communication skills has become more important than ever before A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication And professional communication is no exception to this This accessible and compact book on Professional Communication strives to focus on the communication skills needed for the professionals Divided into five parts and 19 chapters the book begins with a discussion on the concept of communication and then it goes on to give in detail features of a language as a tool of communication the communication process models and barriers to communication The text also elaborates on word formation vocabulary sentence structure and paragraph development In addition it explains different forms of technical communication the format layout and style of business communication technical documents such as theses scientific articles and research papers and technical proposals Furthermore the book provides value based text reading from celebrated writers This student friendly book suffused with practical examples is primarily intended as a textbook for the first year students of engineering B Tech of UP Technical University for their course on Professional Communication It will also be of immense benefit to undergraduate students and technical professionals

across the country KEY FEATURES Gives a broader perspective on communication and its barriers Provides a more comprehensive division of the different types of reports Elaborates on various approaches to presentation strategies **An Introduction to Writing for Health Professionals** Glennis Zilm,Beth Perry,2019-10-18 NEW Expanded coverage of research digital literacy communication on social media and electronic mediums reflects advances in online culture NEW Fully revised SMART Ways for Other Routes chapter includes principles of documentation and charting electronic communication including email instant messaging social networking and blogs curriculum vitae and dissertations NEW Points to Remember section at the end of each chapter formerly SUMMARY highlights key information using bullet points

ADVANCED TECHNICAL COMMUNICATION KAVITA TYAGI,PADMA MISRA,2011-02-04 Businesses use technical writing extensively to communicate both within and outside the organization And so it is essential for an individual aspiring to be an executive to master the art of communication This accessible and compact book on Advanced Technical Communication discusses how students can learn and master not only the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing and layout and format of business letters and r sum What is more it elaborates on technical documents such as technical proposals reports and specialized documents like theses research papers and dissertations differentiating them adequately Finally the text covers many of the soft skills required today for example presentation skills interpersonal skills and group discussion GD skills This student friendly book suffused with practical examples is primarily intended as a text for the first year students of Engineering B Tech of Uttarakhand Technical University for their course on Advanced Technical Communication It will also be of immense benefit to undergraduate students in other universities and engineering colleges institutes as well as technical professionals KEY FEATURES Provides comprehensive coverage of soft skills Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers Gives a critical evaluation as well as text of George Orwell s Animal Farm Writing Effective Business Letters, Memos, Proposals, & Reports Samuel A. Cypert,1984 Civil Engineer's Handbook of Professional Practice Karen Hansen,Kent Zenobia,2011-03-31 A well written hands on single source guide to the professional practice of civil engineering There is a growing understanding that to be competitive at an international level civil engineers not only must build on their traditional strengths in technology and science but also must acquire greater mastery of the business of civil engineering Project management teamwork ethics leadership and communication have been defined as essential to the successful practice of civil engineering by the ASCE in the 2008 landmark publication Civil Engineering Body of Knowledge for the 21st Century BOK2 This single source guide is the first to take the practical skills defined by the ASCE BOK2 and provide illuminating techniques quotes case examples problems and information to assist the reader in addressing the many

challenges facing civil engineers in the real world Civil Engineer s Handbook of Professional Practice Focuses on the business and management aspects of a civil engineer s job providing students and practitioners with sound business management principles Addresses contemporary issues such as permitting globalization sustainability and emerging technologies Offers proven methods for balancing speed quality and price with contracting and legal issues in a client oriented profession Includes guidance on juggling career goals life outside work compensation and growth From the challenge of sustainability to the rigors of problem recognition and solving this book is an essential tool for those practicing civil engineering Writing for Science and Engineering: Papers, Presentations and Reports Heather

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Strategic Approach to Managerial Communication Managerial Communication Strategies and Applications focuses on communication skills and strategies that managers need to be successful in today s workplace Known for its holistic overview of communication solid research base and focus on managerial competencies this text continues to be the market leader in the field In the Seventh Edition author Geraldine E Hynes and new co author Jennifer R Veltsos preserve the book s strategic perspective and include new updates to reflect the modern workplace The new edition adds a chapter on visual communication that explains how to design documents memorable presentations and impactful graphics New coverage of virtual teams virtual presentations and online communication help students avoid common pitfalls when using technology This is probably the best book on Managerial Communication in the market Astrid Sheil California State University San

Bernardino The Technical Communication Handbook Laura J. Gurak,Mary E. Hocks,2009 The Technical Communication Handbook a life long companion for technical communicators is a comprehensive reference guide for technical communication students at all levels as well as by practicing technical communicators and others writing in the technical workplace The handbook boasts a full color design extensively annotated model documents and coverage of current topics in intellectual property digital communication collaboration and accessibility issues *Business Communication , Report*

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people tune in to hear his daily report Those who know the score know that Faber is the one to listen to especially now that the market isn't doing as well as it used to Now Faber has written the smartest most innovative investment book to be published in years Like Harvard Business School's famous case study method each chapter is built around a story the story of how a stock was presented to the public Then Faber extracts clear easy to follow lessons and instructions on how readers can learn the stock's real story just as he does everyday on CNBC Readers learn not just how to pick the stocks they want to invest in but how to avoid joining the penguins lining up for big losses The Faber Report combines practical down to earth investment advice with wild accounts of investor fraud company misdeeds and famous investors and banks that have led investors astray A quantum leap beyond the usual investment books The Faber Report is essential reading for anyone who wants to profit bulls or bears How to Write it Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail **The Little Black Book of Business Writing** Mark Tredinnick, Geoff Whyte, 2010 Focuses on business documents and business writing needs making both the business writer's job easier not to mention the reader of the final version The New Office Professional's Handbook American Heritage Dictionary, Houghton Mifflin Company, 2001 Provides information on career development the online office document creation telecommunications business English business law information management and other topics Business Communication: Concepts, Cases and Applications (for Chaudhary Charan Singh University) P. D. Chaturvedi, 2013 **Communicating Professionally** Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 The new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media *Fundamentals of Business Communication* P. D. Chaturvedi, Mukesh Chaturvedi, 2012 Communication is the essence of management To succeed in a professional corporate environment it is imperative to be well versed in the essential communication tools These help one not only in developing interpersonal relations but also in maintaining effective business relations which is necessary for personal as well as organizational growth Fundamentals of Business Communication on fundamentals of business communication identifies outlines and elucidates the prominent concepts that undergraduate students should understand to prepare for and excel in their carriers Brimming with examples exhibits and exercises this book will serve as suitable guide for students preparing to step in to competitive professional world *Success with English Communication* Viviers, 1992-12

Management Communication Arthur H. Bell, Dayle M. Smith, 2009-12-30 Finally business professionals will be able to learn how to communicate effectively This book builds the essential writing speaking and listening skills needed to succeed An entire section is devoted to helping non native speakers of English in their efforts to produce readable well edited work It includes Communication Dilemmas boxes that pose interesting real life communication choices and challenges Six brief interviews with real communication experts are presented that explore a variety of different corporate environments New

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