

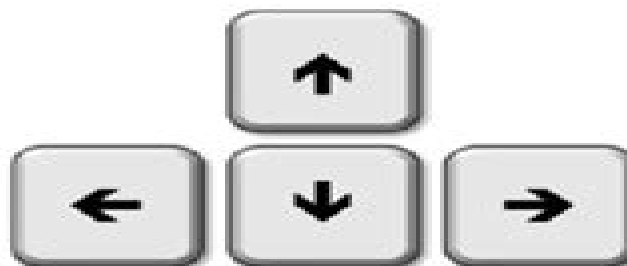
Chapter 11: Memorandum and E-mail

**Objectives:**

1. Understand the purpose of a memo and e-mail.
2. Describe the format of a memo and e-mail.
3. Write a memorandum.

Memorandum and E-mail

Memorandum and E-mail are inter-office correspondences or central internal documents used for general messages such as notices, announcements or circulars. For large companies, they usually have either standardized memorandum forms, which can also move within divisions and branches of a company or electronic mail (E-mail), with the use of computer networks. E-mail whose format is similar to a memorandum can be utilized using a computer unit with modem and software to send messages electronically over networks connected by telephone lines and satellites.

**Movement of Memo and E-mail**

Memo and E-mail can move horizontally and vertically in a company; hence, they are considered vital means of dissemination which is very sure to be received by everyone in a company. Aside from this, they can also be considered written records or documents of the company. It must be remembered that the key people in the organization, though are not mentioned in the memorandum, should be furnished with all important memoranda to keep them abreast of what is happening in the agency.

A memoranda and E-mail messages do not have salutation and complimentary closing.

Parts of a Memorandum

The tone of a simple memorandum is formal, however the language used can be as personal as in a letter. It consists of the following parts:

Letterhead – This contains among other things the name of the organization, its address and the specific division of the agency from which the memo emanates.

Heading – This consists of the TO, FROM, SUBJECT, and DATE lines. They are written in capital letters and end with a colon.

Mini Pat Chapter 11 Memorandum

**United States. Congress. Senate.
Committee on Governmental Affairs**

Mini Pat Chapter 11 Memorandum:

Investigation of Illegal Or Improper Activities in Connection with 1996 Federal Election Campaign United States. Congress. Senate. Committee on Governmental Affairs,1998 Patrick van Rensburg Kevin Shillington,2020-07-01 This sensitive and compelling biography of Patrick van Rensburg does justice to a giant of a man controversial throughout his life but undeniably a hero Born in KwaZulu Natal into what he described as a very ordinary South African family that believed in the virtue of racism Patrick van Rensburg was to become a rebel with several causes In his case they were initially the fight against apartheid and later a unique contribution to education which as he would tell his audience when he accepted the prestigious Right Livelihood Award as I saw it then was a necessary tool of development Exiled from South Africa because of his involvement in the boycott campaign in London that gave birth to the Anti Apartheid Movement Van Rensburg went to Serowe in Botswana then Bechuanaland where he founded co operatives provided vocational training and was one of the earliest people to espouse the discipline of development studies Perhaps his best known legacies were Swaneng Hill School in which he involved his pupils in building their school running it providing their own food and making their own equipment and furniture and brigades to provide an educational home for primary school dropouts through a curriculum that combined theory and practice mental and manual labour This sensitive and compelling biography does justice to a giant of a man controversial throughout his life but undeniably a hero *What They Wished For* Lawrence J. McAndrews,2014-05-15 As a religious bloc Roman Catholics constitute the most populous religious denomination in the United States comprising one in four Americans With the election of John F Kennedy as president in 1960 they attained a political prominence to match their rapidly ascending socioeconomic and cultural profile From Vietnam to Iraq the civil rights movement to federal funding for faith based initiatives and from birth control to abortion American Catholics have won at least as often as they have lost *What They Wished For* by Lawrence J McAndrews traces the role of American Catholics in presidential policies and politics from 1960 until 2004 Though divided by race class gender and party Catholics have influenced issues of war and peace social justice and life and death among modern presidents in a profound way starting with the election of President Kennedy and expanding their influence through the intervening years with subsequent presidents McAndrews shows that American Catholics led by their bishops and in some cases their pope have been remarkably successful in shaping the political dialogue and at helping to effect policy outcomes inside and outside of Washington Indeed although they opened this era by helping to elect one of their own Catholic voters have gained so much influence and have become so secure in their socioeconomic status and so confident in their political standing that they closed the era by rejecting one of their own voting for George W Bush over John Kerry in 2004 Small Wars, Big Data Eli Berman,Joseph H. Felter,Jacob N. Shapiro,2020-07-14 How a new understanding of warfare can help the military fight today s conflicts more effectively The way wars are fought has changed starkly over the past sixty years International military campaigns used to play out between large armies at central fronts

Today's conflicts find major powers facing rebel insurgencies that deploy elusive methods from improvised explosives to terrorist attacks. *Small Wars Big Data* presents a transformative understanding of these contemporary confrontations and how they should be fought. The authors show that a revolution in the study of conflict enabled by vast data-rich qualitative evidence and modern methods yields new insights into terrorism, civil wars, and foreign interventions. Modern warfare is not about struggles over territory but over people, civilians, and the information they might choose to provide can turn the tide at critical junctures. The authors draw practical lessons from the past two decades of conflict in locations ranging from Latin America and the Middle East to Central and Southeast Asia. Building an information-centric understanding of insurgencies, the authors examine the relationships between rebels, the government, and civilians. This approach serves as a springboard for exploring other aspects of modern conflict, including the suppression of rebel activity, the role of mobile communications networks, the links between aid and violence, and why conventional military methods might provide short-term success but undermine lasting peace. Ultimately, the authors show how the stronger side can almost always win the battles but why that does not guarantee winning the war. *Small Wars Big Data* provides groundbreaking perspectives for how small wars can be better strategized and favorably won to the benefit of the local population.

9/11 Final Report of the National Commission Thomas R. Eldridge, Susan Ginsburg, Walter T. Hempel II, Janice L. Kephart, Kelly Moore, Joanne M. Accolla, The National Commission on Terrorist Attacks Upon the United States, 2020-12-17. The 9/11 Final Report of the National Commission on Terrorist Attacks Upon the United States is the official report of the events leading up to the September 11, 2001 terrorist attacks. It was prepared by the National Commission on Terrorist Attacks Upon the United States. The commission interviewed over 1,200 people in 10 countries and reviewed over two and a half million pages of documents, including some closely guarded classified national security documents. Before it was released by the commission, the final public report was screened for any potentially classified information and edited as necessary. *A Factual Overview of the September 11 Border Story*, *The September 11 Travel Operation*, *A Chronology*, *Terrorist Entry and Embedding Tactics*, 1993-2001. *The Redbook*, *Terrorist Travel Tactics by Plot*, *Al Qaeda's Organizational Structure for Travel and Travel Tactics*, *Immigration and Border Security Evolve*, 1993 to 2001. *The Intelligence Community*, *The State Department*, *The Immigration and Naturalization Service*, *Planning and Executing Entry for the 9/11 Plot*, *The State Department*, *The Immigration and Naturalization Service*, *Finding a Fair Verdict*, *Crisis Management and Response Post September 11*, *The Intelligence Community*, *The Department of State*, *The Department of Justice*, *Response at the Borders*, 9/11-9/20/2001. *The Department of Homeland Security*. *The 9/11 Commission Report* Thomas R. Eldridge, Susan Ginsburg, Walter T. Hempel II, Janice L. Kephart, Kelly Moore, Joanne M. Accolla, The National Commission on Terrorist Attacks Upon the United States, 2018-02-05. It is perhaps obvious to state that terrorists cannot plan and carry out attacks in the United States if they are unable to enter the country. Yet prior to September 11, while there were efforts to enhance border security, no agency of the U.S. government thought of border

security as a tool in the counterterrorism arsenal Indeed even after 19 hijackers demonstrated the relative ease of obtaining a U S visa and gaining admission into the United States border security still is not considered a cornerstone of national security policy We believe for reasons we discuss in the following pages that it must be made one Contents A Factual Overview of the September 11 Border Story The September 11 Travel Operation a Chronology Terrorist Entry and Embedding Tactics 1993 2001 The Redbook Terrorist Travel Tactics by Plot Al Qaeda s Organizational Structure for Travel and Travel Tactics Immigration and Border Security Evolve 1993 to 2001 The Intelligence Community The State Department The Immigration and Naturalization Service Planning and Executing Entry for the 9 11 Plot The State Department The Immigration and Naturalization Service Finding a Fair Verdict Crisis Management and Response Post September 11 The Intelligence Community The Department of State The Department of Justice Response at the Borders 9 11 9 20 2001 The Department of Homeland Security **The 9/11 Commission Report: Complete Edition** Thomas R. Eldridge,Susan Ginsburg,Walter T. Hempel II,Janice L. Kephart,Kelly Moore,Joanne M. Accolla,The National Commission on Terrorist Attacks Upon the United States,2018-03-21 The Commission s Final Report provides a full and complete account of the circumstances surrounding the September 11th 2001 terrorist attacks including preparedness for and the immediate response to the attacks It also includes recommendations designed to guard against future attacks Below you will find the official Government edition of the Final Report of the National Commission on Terrorist Attacks Upon the United States

9/11 Report: Final Report of the National Commission on Terrorist Attacks Upon the United States Thomas R. Eldridge,Susan Ginsburg,Walter T. Hempel II,Janice L. Kephart,Kelly Moore,Joanne M. Accolla,The National Commission on Terrorist Attacks Upon the United State,2020-07-03 The Report of the National Commission on Terrorist Attacks Upon the United States is the official report of the events leading up to the September 11 2001 terrorist attacks It was prepared by the National Commission on Terrorist Attacks Upon the United States The commission interviewed over 1 200 people in 10 countries and reviewed over two and a half million pages of documents including some closely guarded classified national security documents Before it was released by the commission the final public report was screened for any potentially classified information and edited as necessary _x000D_ A Factual Overview of the September 11 Border Story _x000D_ The September 11 Travel Operation a Chronology _x000D_ Terrorist Entry and Embedding Tactics 1993 2001 _x000D_ The Redbook _x000D_ Terrorist Travel Tactics by Plot _x000D_ Al Qaeda s Organizational Structure for Travel and Travel Tactics _x000D_ Immigration and Border Security Evolve 1993 to 2001 _x000D_ The Intelligence Community _x000D_ The State Department _x000D_ The Immigration and Naturalization Service _x000D_ Planning and Executing Entry for the 9 11 Plot _x000D_ The State Department _x000D_ The Immigration and Naturalization Service _x000D_ Finding a Fair Verdict _x000D_ Crisis Management and Response Post September 11 _x000D_ The Intelligence Community _x000D_ The Department of State _x000D_ The Department of Justice _x000D_ Response at the Borders 9 11 9 20 2001 _x000D_ The

Department of Homeland Security *Boy Interrupted* Patrick King, 2019-07-27 Imagine you are five years old You haven't started kindergarten and your only knowledge of the outside world are those trips to the park where your nanny Bella lets you swing as high as you want and teeter totter and jungle gym to your little heart's content Or when your sweet mother shows up by surprise and spirits you away to the ice cream shop for your favorite cone very berry strawberry cherry thank you very much or better still when she takes you to the movies for one of those fantastical adventures on that gigantic screen Man that Darth Vader is one scary dude At home you are ensconced in the space they call your bedroom but to you it is the universe You designed it and in it you are the master of all There you line up your army of soldiers and battle the Pteranodon while every stuffed critter under your watch spies it all from the edge of your bed Your imagination is king and all is well with the world until one night The assault had been brutal pure physical torture It had shocked you to the core left you breathless and stunned Witless Took you weeks to recover But that was only your body Where does a five year old take such a thing To whom do you speak How do you even wrap your head around such cruelty Such pain Such betrayal Daddy **Project Vanguard** Constance McLaughlin Green, Milton Lomask, 2012-04-19 This is the inside story of one of the earliest successful U S satellites a fascinating Cold War era chronicle of the nation's earliest battles and triumphs in the Space Race It recounts the origins development and results of Project Vanguard a pioneering venture in the exploration of outer space Primarily an analysis of the project's scientific and technical challenges this volume documents onboard experiments instrumentation tracking systems and test firings It also portrays the drama of organizing an unprecedented project under the pressure of a strict time limit as well as the tempestuous climate of American opinion during the Soviet Union's Sputnik launches The history concludes with an evaluation of the satellite program's significant contributions to scientific knowledge Numerous historic photographs highlight the text which is written in accessible nontechnical language In addition to a historic foreword by Charles A Lindbergh this new edition features an informative introduction by Paul Dickson Authoritative and inexpensive it will appeal to students and teachers of history and science as well as aviation enthusiasts

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