

Memo

To: English 420 Business Writing Students
From: Name of Students
CC: Instructor
Date: 10/31/ 2007
Re: 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 dancing. 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 connoisseurs 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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Table of Contents Memorandum English Paper 23

1. Understanding the eBook Memorandum English Paper 23
 - The Rise of Digital Reading Memorandum English Paper 23
 - Advantages of eBooks Over Traditional Books
2. Identifying Memorandum English Paper 23
 - 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 Memorandum English Paper 23
 - User-Friendly Interface
4. Exploring eBook Recommendations from Memorandum English Paper 23
 - Personalized Recommendations
 - Memorandum English Paper 23 User Reviews and Ratings
 - Memorandum English Paper 23 and Bestseller Lists
5. Accessing Memorandum English Paper 23 Free and Paid eBooks

- Memorandum English Paper 23 Public Domain eBooks
 - Memorandum English Paper 23 eBook Subscription Services
 - Memorandum English Paper 23 Budget-Friendly Options
6. Navigating Memorandum English Paper 23 eBook Formats
- ePub, PDF, MOBI, and More
 - Memorandum English Paper 23 Compatibility with Devices
 - Memorandum English Paper 23 Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Memorandum English Paper 23
 - Highlighting and Note-Taking Memorandum English Paper 23
 - Interactive Elements Memorandum English Paper 23
8. Staying Engaged with Memorandum English Paper 23
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Memorandum English Paper 23
9. Balancing eBooks and Physical Books Memorandum English Paper 23
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Memorandum English Paper 23
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Memorandum English Paper 23
- Setting Reading Goals Memorandum English Paper 23
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Memorandum English Paper 23
- Fact-Checking eBook Content of Memorandum English Paper 23
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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