

## A MEMO REPORT

TO: David Kaplan  
FROM: Elizabeth Martinez  
Kevin Lee  
DATE: October 25, 20--  
SUBJECT: Employee Turnover and the Issue of Child Care

The purpose of this report, which you requested, is to show that turnover among working parents may be positively affected by the introduction of a child-care program. The topics covered in this report include the importance, options, and implementation of the program.

Turnover reduction can be addressed in many ways. This report focuses on providing a child-care program as a means of reducing turnover. In addition to secondary research, personal interviews were conducted and integrated into the report.

### Importance

Should an employer be concerned with the child-care problems of employees? In one study's sample of working parents, 17% had quit a job because they could not find adequate child care and 65% said they could not work without child care (Whitlow et al. 28). Since turnover is costly in time and money, an employer should be concerned with employees' child-care problems.

### *Costs of Turnover*

It costs an employer \$6,000 per person to hire a new employee (Lubin et al. 43). This fact makes it pertinent for the employer to be assured of a long working relationship with each employee. Turnover costs average 1.5 times the annual salary of the position vacated, and of these costs 80% are hidden costs, such as the inefficiency of departing employees (Parks 58). The results of turnover problems in addition to rising training and development costs, deteriorating customer relations, and sinking reputations of companies include added costs of turn-over, poor morale among the best employees, and overworked human resources departments (Parks 58). The employer must be concerned with losses to the company of money, efficiency, productivity, and competitiveness.

# To Write A Memo Report

**Ron S. Blicq, Lisa A. Moretto**



## **To Write A Memo Report:**

**Writing Reports to Get Results** Ron S. Blicq, Lisa A. Moretto, 2004-04-05 The professional's quick reference handbook for writing business and technical reports Professionals in business government and technical fields often need help in organizing and writing reports for associates clients and managers This simple tutorial handbook offers expert tips and useful ideas for organizing ideas structuring reports and adding spice to technical papers Writing Reports to Get Results offers in depth guidance for writing short informal reports such as job progress reports and inspection reports semiformal reports such as laboratory and medium length investigation and evaluation reports formal reports such as analytical and feasibility studies and major investigations technical and business proposals of varying complexity The authors use a simple pyramid method to help writers organize their information into the most convenient and simplest structure for any type of document from single page proposals to full length presentations Rounding out this easy instructional handbook are helpful tips on a number of other topics such as constructing reference lists and bibliographies the use of numbers abbreviations and metric symbols preparing illustrations for insertion into a report and working collaboratively as a member of a writing team

*How to Write Reports, Papers, Theses, Articles* John P. Riebel, 1972      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 resumes 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*      *CIM Coursebook 06/07 Customer Communications* Maggie Jones, 2012-11-12 Elsevier Butterworth Heinemann's 2006 2007 CIM Coursebook series offers you the complete package for exam success Comprising fully updated Coursebook texts that are revised annually and free online access to the MarketingOnline learning interface it offers

everything you need to study for your CIM qualification Carefully structured to link directly to the CIM syllabus this Coursebook is user friendly interactive and relevant Each Coursebook is accompanied by access to MARKETINGONLINE www marketingonline co uk a unique online learning resource designed specifically for CIM students where you can Annotate customise and create personally tailored notes using the electronic version of the Coursebook Search the Coursebook online for easy access to definitions and key concepts Access the glossary for a comprehensive list of marketing terms and their meanings *Customer Communications 2006-2007* Maggie Jones,2006 Elsevier Butterworth Heinemann s 2006 2007 CIM Coursebook series offers you the complete package for exam success Comprising fully updated Coursebook texts that are revised annually and free online access to the MarketingOnline learning interface it offers everything you need to study for your CIM qualification Carefully structured to link directly to the CIM syllabus this Coursebook is user friendly interactive and relevant Each Coursebook is accompanied by access to MARKETINGONLINE www marketingonline co uk a unique online learning resource designed specifically for CIM students where you can Annotate customise and create personally tailored notes using the electronic version of the Coursebook Search the Coursebook online for easy access to definitions and key concepts Access the glossary for a comprehensive list of marketing terms and their meanings Written by the CIM Level verifier for the Cim Certificate and fully endorsed by the institute to guide you through the 2006 2007 syllabus Each text is crammed with a range of learning objectives cases questions activities definitions study tips and summaries to support and test your understanding of the theory Contains past examination papers and examiners reports to enable you to practise what has been learned and help prepare for the exam *The Complete Guide to Writing Effective and Award Winning Business Proposals* Jean Wilson Murray,2008 The text covers the three key phases of a business proposal preparation writing and presentation and includes examples of different types and styles of business proposals such as sales proposals to clients letters and memos as business proposals proposals to government entities internal proposals to top management and business plans as a special type of business proposal **Write Now: Mastering College Writing** Pasquale De Marco,2025-03-22 In the ever evolving landscape of higher education effective writing remains an indispensable skill a gateway to unlocking knowledge critical thinking and effective communication For students navigating the rigors of college Write Now Mastering College Writing emerges as an invaluable guide a comprehensive handbook meticulously designed to empower students with the skills and strategies needed to excel in their academic pursuits Within these pages students will embark on a transformative journey delving into the intricacies of college writing and emerging as confident and accomplished communicators Expert guidance awaits them illuminating the nuances of different writing styles and formats enabling them to adapt their writing to any assignment or audience Practical strategies for overcoming common writing challenges such as writer s block procrastination and anxiety ensure that students approach their writing tasks with newfound confidence and ease The handbook delves into the art of essay writing providing a step by step approach to

crafting impactful essays that captivate readers Students will master the art of developing strong thesis statements organizing their essays effectively and writing clear and engaging paragraphs Additionally they will discover the secrets of crafting impactful introductions and conclusions that leave a lasting impression Beyond essays the handbook equips students with the skills to produce exceptional research papers and theses Expert guidance on conducting effective research evaluating sources critically and incorporating research findings into writing empowers students to produce well researched and evidence based papers that demonstrate their academic rigor and intellectual curiosity In recognition of the evolving nature of communication in the digital age the handbook dedicates a section to writing for social media blogging and online publishing Students will learn to navigate the unique challenges and opportunities of writing in these digital spaces ensuring that they remain at the forefront of contemporary writing trends and effectively communicate in the online world Enriching exercises and thought provoking discussion questions at the end of each chapter provide opportunities for self reflection and reinforce key concepts fostering a deeper understanding of the material With its clear and engaging writing style Write Now Mastering College Writing transcends the boundaries of a mere textbook becoming a trusted mentor that guides students through the intricacies of college writing with patience and expertise Embrace the transformative power of effective writing with Write Now Mastering College Writing Unlock your full potential as a communicator and scholar and embark on a journey that will redefine your academic and professional trajectory If you like this book write a review *Krishna's Professional Communication* , **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 BUSINESS COMMUNICATION Veera Thakur,Vikrant Verma,2024-11-01 Buy E Book of BUSINESS COMMUNICATION For MBA 1st Semester of AKTU Dr A P J Abdul Kalam Technical University UP **Reports and Documents** United States. Congress, **How to Write and Present Technical Information** Charles H. Sides,1999-02-18 This book shows professionals how to communicate effectively about technology in business and industry The Nurse Manager's Answer Book Ruth I. Hansten,1994 This handbook features a collection of concise guidelines essential points and simple straightforward answers to difficult management questions Some issues discussed include making the transition from staff to manager gender issues managing your boss how to create a team and make it work managing interruptions and dealing with difficult people Presented with humor and brevity this text is an essential addition to every nurse manager's library *Communicating Through Letters and Reports* Clyde Winfield Wilkinson,Peter B. Clarke,Dorothy Colby Menning Wilkinson,1980 *The Academic Writer's Toolkit* Arthur Asa Berger,2016-07 Berger's slim user friendly volume on academic writing is a gift to linguistically stressed academics Author of 60 published books the author speaks to junior scholars and graduate students about the process and products of academic writing He differentiates between business writing skills for memos proposals and reports and the scholarly writing that occurs in journals and books He has suggestions for getting the turgid out of turgid academic prose and offers suggestions on how to best structure various forms of documents for effective communication Written in Berger's friendly personal style he shows by example that academics can write good readable prose in a variety of genres

*Communicating Professionally, Third Edition* Catherine Sheldrick Ross,Kirsti Nilsen,2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of *Communicating Professionally* is completely revised with new sections outlining the opportunities offered by contemporary communication media With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training *A Strategic Guide to Technical Communication - Second Edition (US)* Heather Graves,Roger Graves,2012-05-23 A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to enable them to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication

reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters The text is accompanied by a passcode protected website containing materials for instructors PowerPoint lectures lesson plans sample student work and helpful links

**Managing Human Behavior in Public and Nonprofit**

**Organizations** Robert B. Denhardt, Janet V. Denhardt, Maria P. Aristigueta, 2012-04-10 The only text in management and organizational behavior to focus on public organizations nonprofit organizations and school systems Managing Human Behavior in Public and Nonprofit Organizations fosters competency in critical management and leadership skills including communication motivation teamwork group dynamics and decision making Cases self assessment exercises simulations and evaluative instruments provide students the opportunity to experience the applied side of theories and to learn both cognitively and experientially The Third Edition covers recent developments in the field including the emergence of positive organizational behavior

**The American Reports** Isaac Grant Thompsom, Irving Browne, 1884

**How to Write for the World of Work** Thomas E. Pearsall, Cunningham, Donald H, Alan S. Tovey, 1988

The Top Books of the Year To Write A Memo Report The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have enthralled audiences this year. To Write A Memo Report : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. To Write A Memo Report : Delia Owens' "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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