

## 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.

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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

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

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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 Lee Hansen, Kent E. 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

**Managerial Communication** Geraldine E. Hynes, Jennifer R. Veltsos, 2018-01-20 *A Practical 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

**Office Guide to Business Letters, Memos, and Reports** Leonard Rogoff, 1984 *Easy Answers to all of Your Business Letter Writing Questions Right at Your Fingertips*

**Technical Writing and Professional Communication** Leslie A. Olsen, Thomas N. Huckin, 1991 Developed for Technical Writing and Communication courses for juniors seniors and graduate students *Technical Writing and Professional Communication 2* e places technical writing in its context showing students how to consider their purpose and their audience when writing reports memos and correspondence Formerly titled

Principles of Communication for Science and Technology the new edition features a case running throughout seven chapters dynamically illustrating the writing process The revision also provides complete coverage of the new computer technologies and the new attention the intercultural concerns in today s business world A companion edition developed for non native speakers of English is also available How to Communicate by Letter and Memo Luther A. Brock,1974 Technical Writing and Professional Communication Thomas N. Huckin,Leslie A. Olsen,1991 Developed for use by non native speakers of English enrolled in Technical Writing and Communication courses Technical Writing and Professional Communication 2 e places technical writing in its context showing students how to consider their purpose and their audience when writing reports memos and correspondence Formerly titled Technical Writing and Professional Communication A Handbook for Nonnative Speakers the new edition features a case running throughout seven chapters dynamically illustrating the writing process The revision also provides complete coverage of the new computer technologies and the new attention to the intercultural concerns in today s business world The Prentice-Hall Complete Secretarial Letter Book Mary Ann De Vries,1978 Contains nearly 400 model letters memos and forms to enable you to save on your letter writing time Effective Writing for the Business World Thelma D. Kantorowitz,Catherine R. Ott,1984 How to Write for the World of Work Thomas E. Pearsall,Cunningham, Donald H,Alan S. Tovey,1988 *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 guidefor 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

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## **Table of Contents Example Of A Short Memo Report**

1. Understanding the eBook Example Of A Short Memo Report
  - The Rise of Digital Reading Example Of A Short Memo Report
  - Advantages of eBooks Over Traditional Books
2. Identifying Example Of A Short Memo Report
  - 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 Example Of A Short Memo Report
  - User-Friendly Interface
4. Exploring eBook Recommendations from Example Of A Short Memo Report
  - Personalized Recommendations
  - Example Of A Short Memo Report User Reviews and Ratings
  - Example Of A Short Memo Report and Bestseller Lists
5. Accessing Example Of A Short Memo Report Free and Paid eBooks

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