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# AGENDA

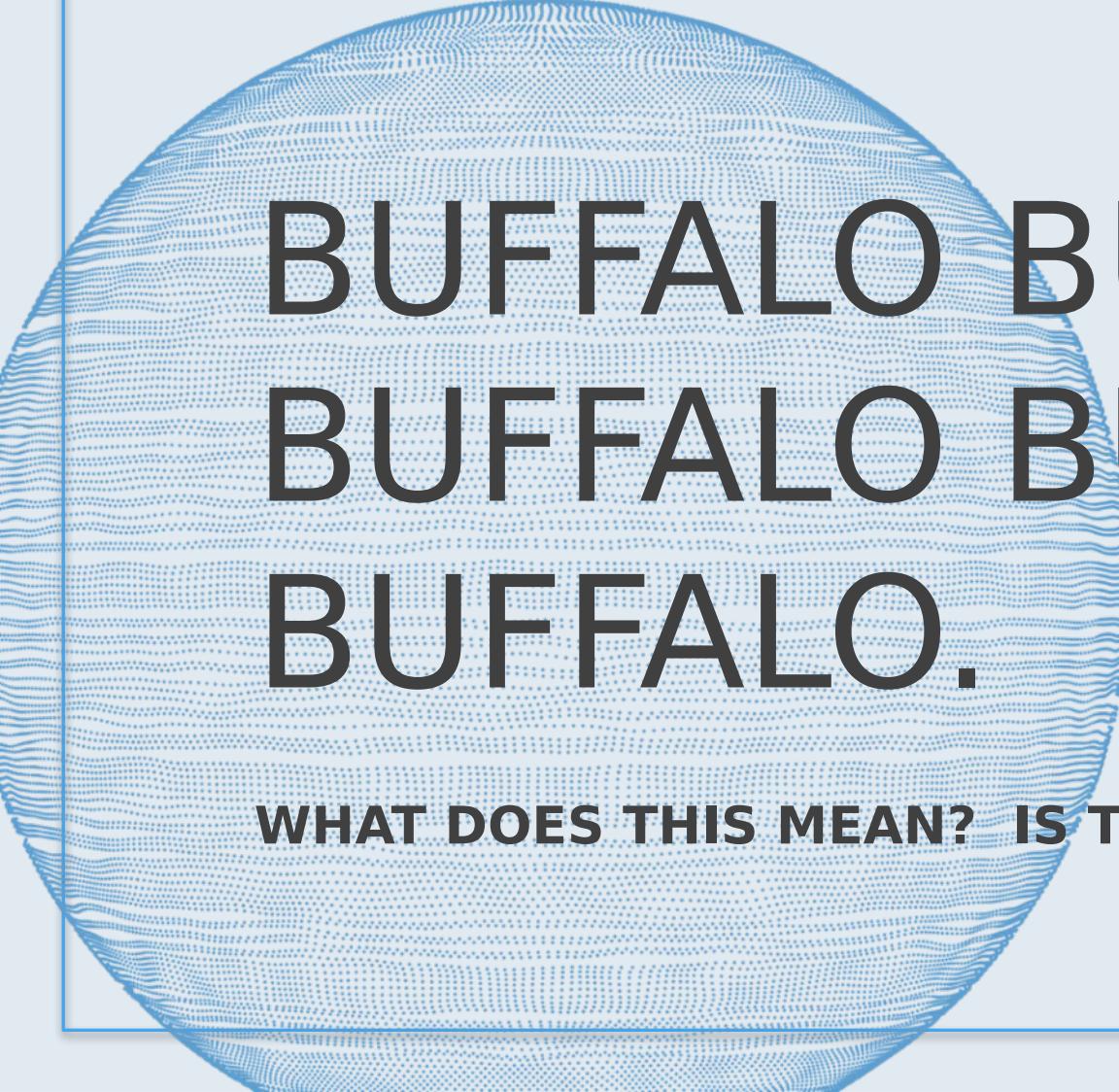
HOUSEKEEPING

BRAIN TEASER TIME

TEACHABLE MOMENTS

LETTERS





**BUFFALO BUFFALO  
BUFFALO BUFFALO  
BUFFALO.**

**WHAT DOES THIS MEAN? IS THIS A COMPLETE SENTENCE?**

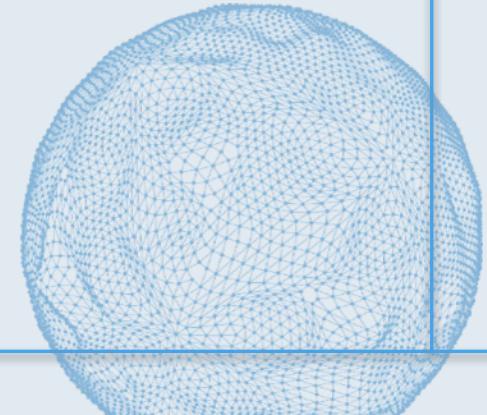




HOW ABOUT THIS ONE???

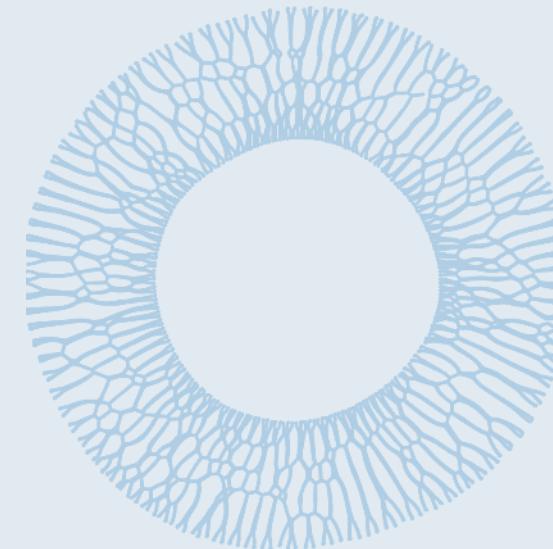
Ship-shipping ships ship-

Ship-shipping ships.

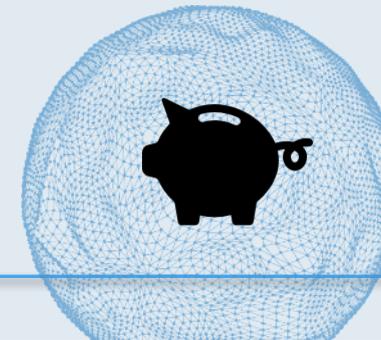




LASTLY...



I WONDER HOW PEOPLE SAVE SO MUCH  
MONEY?



# OUTDATED OR SEXIST

- Salesman
- Manning
- Fireman
- Any others?



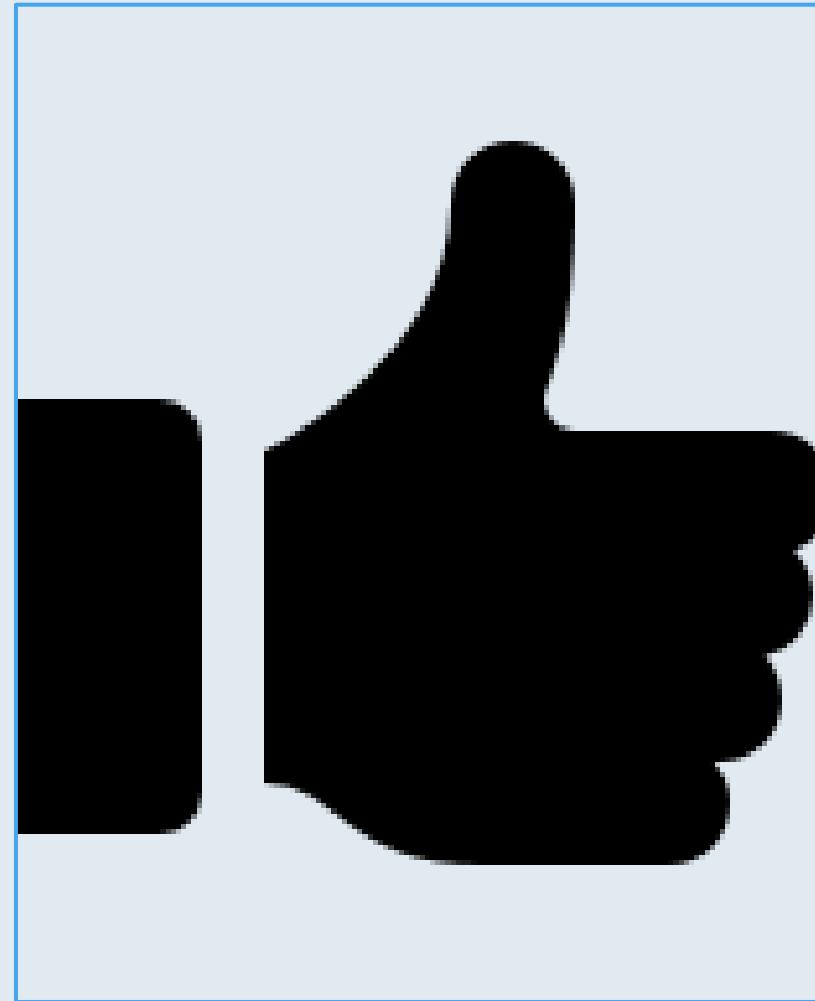
# FEWER VS. LESS

- **Fewer** is used when the subject can truly be quantified.
- 12 items or *fewer*
- This means *fewer* responsibilities.
- We have *fewer* assignments.



# OFFENSIVE CLICHÉ TIME?

Rule of thumb  
myth



# I'LL SHOW YOU OFFENSIVE!

- Turn a blind eye
- Fall on deaf ears
- Low man on the totem pole



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# COMMON COLLEGE STUDENT CONCERN

the College or the  
University

Both are  
acceptable/respectful.

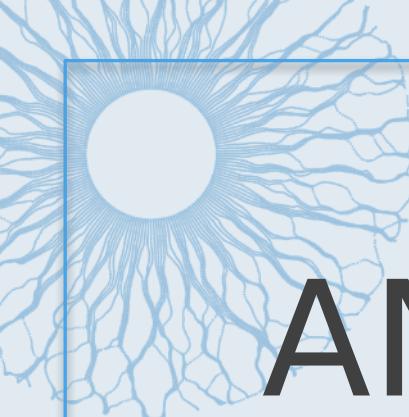


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# LOOKING BACK

MEMOS ARE EXAMPLES OF INTERNAL COMMUNICATION.





ANY CRITIQUES  
FOR THE  
UNIVERSITY'S  
SNOW DAY  
MEMOS?



MOVING FORWARD



**Sales Letter**

**Letter of Inquiry**

- Different purposes
- Different tone
- Different audience
- External communication



THE END

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