

**WE'RE ON  
THE WEB!  
EXAMPLE.CO  
M**

# SETEMBRO 2008

Dom	Seg	Ter	Qua	Quin	Sex	Sáb
	15 Dia de Preparação	16 CZ em MAD c/ JAC & RIO	17 CZ Em PT c/ J de F	18	19 CZ Em CG c/ IT, NI, VR	20 Pres & Staff P- DAY
21	22 Dia de Pre- paração	23 Reunião de Distrito	24	25	26	27
28	29 Dia de Pre- paração	30 Reunião de Distrito	1	2	3	4
5	6 Dia de Pre- paração	7 Entrevistas PT & 3Rios	8 Entrevistas J de F & VR	9	12 Entrevistas CG & ITAG	11
12	13 Dia de Pre- paração	14 Entrevistas JAC & MAD	15 Entrevistas NI & RIO	16	17	18
19	20 Dia de Pre- paração	21 Chegadas	22 TRANS	23	24	25

# MISSÃO BRASIL, RIO DE JANEIRO

SETEMBRO

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## Mensagem do Presidente

chasing a mailing list from a company.

If you explore the Publisher catalog, you will find many publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length. It's recommended that you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider pur-

## SPECIAL POINTS OF INTEREST:

- ◆ Briefly highlight your point of interest here.
- ◆ Briefly highlight your point of interest here.
- ◆ Briefly highlight your point of interest here.
- ◆ Briefly highlight your point of interest here.



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# Mensagem dos Assistentes



While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

## Chegadas e Saidas



Saidas:  
E. May, E. Allen, E. Lehi, E. Maia, E. Duarte



Chegadas:  
E. Telford, E. Dos Santos, E. Filipe, E. Soares



# Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

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# Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

# Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes

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CAPTION DESCRIBING PICTURE OR GRAPHIC.

ness or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will

show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees

thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



CAPTION DESCRIBING PICTURE OR GRAPHIC.



