SAMPLE EXECUTIVE SUMMARY FORMAT*

TO: Name
FROM: Name
DATE: February 5, XXXX
SUBJECT: Nanlit Sed Quia

> Specific subject line to make emails easier to prioritize and locate later

Hello Name:

> Greeting followed by colon

Elit sed quia non numquam eius modi ratione voluptatem sequivelit, sed quia non numquam eius modi.

> Topic paragraph stating research to be summarized and business purpose/relevance to company

UNDE OMNIS ISTE

Quae ab illo inventore veritatis et quasi architecto beatae:

- Tt perspiciatis natus jerror sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci.
- Quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur.

UNDE OMNIS ISTE

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> Descriptive headings (in bold and/or underlined) to organize content and bullets to emphasize main points of research; last paragraph with business purpose (how company can use research) and recommendation/s if required

Sincerely,

Name

> Closing, name and title (or automatic email signature)

*Always know specific requirements (for class assignments or company) of your audience.

APOSTROPHES

Use apostrophes to show possession.
- The company's stock price rose.
- The man's computer crashed.
- A warning was on the product's packaging.
- The accident was no one's fault.

Possessive and plural do not mean the same thing. Plural means more than one of something: desks, computers, companies, employees.

PROCESS FOR DETERMINING APOSTROPHE USE:
1. Determine whether you are referring to one person or thing (singular) or more than one (plural).
2. Determine whether possession is shown.

One: the company's balance sheet
More than one: the companies' balance sheets

One: the employee's benefits
More than one: the employees' benefits

One: the associate's clients
More than one: the associates' clients

RULE 1: If the noun is singular and ends in *s*, it is correct to use either *s'* or *s's*.
- Starbucks' profits   OR   Starbucks's profits (compared to Ford's profits)

RULE 2: If the noun is plural and does not end is *s*, use *'s*.
- people's attitudes, men's gloves, children's toys, women's briefcases

RULE 3: Never use an apostrophe at the end of a noun that does not show possession.
- *Incorrect*: Studies' (subject) prove (verb) we can be energy independent.
  Note: The verb *prove* cannot be possessed.

RULE 4: Never use an apostrophe with a verb.
- *Incorrect*: Innovation (subject) plays' (verb) an important role in our economy.
  Note: The verb *plays* cannot possess anything.

SAMPLE BUSINESS LETTER FORMAT

Jane Doe
Director, Claims
ABC Services
12345 Main St.
Troy, MI 48083

Your name and contact information at left margin or centered depending on letterhead for specific companies

January 15, XXXX

Date with spacing above and below date adjusted to center letter

John Adams
Claims Specialist
XYZCorporation
6789 Oak St.
Troy, MI 48083

Name and contact information of person you are writing to

Dear Mr. Adams:

Greeting with colon and courtesy title (Mr., Ms.,Dr.)

Natusztperspiciatisnatusjerror sit voluptatemaccusantiumdoloremquelaudantium, totam rem aperiam, eaqueipsamagnidoloreseos qui rationevoluptatemsequinesciunt.

Ttperspiciatisnatusjerror sit voluptatemaccusantiumdoloremquelaudantium, totam rem aperiam, eaqueipsamagnidoloreseos qui rationevoluptatemsequinesciunt. Nequeporroquisquamest.

Ttperspiciatisnatusjerror sit voluptatemaccusantiumdoloremquelaudantium, totam rem aperiamEeaqueipsamagnidoloreseos qui rationevoluptatemsequinesciunt.

Sincerely,

Closing followed by four blank lines for signature

Jane Doe
Director, Claims

Enclosure

Enclosure used if additional document/s included

QUOTING

Introduce a quote with a comma (or colon for long, formal quotes).
- In *BCOM,* Lehman and DuFrene (2016) wrote, "Errors in writing and mechanics may seem isolated, but the truth is, proofreading *is* important" (p. 70).

- According to *BCOM* (Lehman & DuFrene, 2016), "Errors in writing and mechanics may seem isolated, but the truth is, proofreading *is* important" (p. 70).

Make your own words work with an author's/authors' words.
- In *BCOM*, Lehman and DuFrene (2016) stated that if software does not help with spelling, "you will need to consult a dictionary . . ." (p. 71).

General references do not require page numbers.
- Lehman and DuFrene (2016) discussed all aspects of business communication.
- A book entitled *BCOM* (Lehman & DuFrene, 2015) discussed business writing.

Attribute BLOCK QUOTES (40 or more words) exactly as follows:

Lehman and DuFrene (2016) explained the following:

Some executives have reported that they read memos that are two paragraphs long but

may only skim or discard longer ones. Yet it's clear that this survival technique can lead

to a vital message being discarded or misread. Concise writing is essential . . . (p. 63)

To maintain correct capitalization when typing several indented lines, click:
Paragraph > Special > Hanging. Click this option off when you are finished with the quote.

Attribute quotes by using: according to, wrote, said, stated, maintained, showed, noted, recommended, described, argued, explained, concluded, indicated, presented . . .

Dates: Scroll down to the bottom of Web pages to find dates. In rare circumstances, use *n.d.* to indicate that a date is unavailable.

Article titles: If an article does not have an author, use the first word/s of the article title in quotation marks in the in-text citation: ("Investments," 2016).

Page numbers: If a page number is not available, use a paragraph number for direct quotes (para. 10).

Interviews: Do not list interviews on the References page. Show the source in the text:
(T. J. Smith, personal communication, February 7, 2016).