To: Employees of Widget International

From: CEO of Widget International

Subject: Try our new Water Filter Stations

Good morning,

You might have noticed that we have had new water filters installed over the weekend. These new water filters produce water that is the same quality or better than bottled water. I have included the manufacturer’s specifications below, in case you are interested.

Hopefully these new water filters will help us cut down on bottled water. I am personally looking forward to not having to lug those cases of water home from the store anymore. This also helps us make progress against our GREEN goals.

I hope you will join me in using the new water filters.

-Michael Plasmeier

CEO Widget International

Water travels through 9 stages of filtration: In stage 1, water travels through a sediment filter cartridge that removes 99.99% of microbiological cysts, cryptosporidium and giardia. In stage 2, water passes through a granulated activated carbon (GAC) cartridge. GAC is universally recognized and widely used as an effective adsorbent for a wide variety of organic contaminants such as chlorine (99.9%), chemicals linked to cancer (THM's, benzine), pesticides, herbicides, insecticides, volatile organic compounds (VOCs), PCB's, MTBE's and hundreds of other chemical contaminants that may be present in water, which cause bad tastes and odors. In stage 3, water travels through an Ultrafiltration (UF) membrane. Ultrafiltration (UF) is an important purification technology used for the production of high-purity water. UF is effective for the removal of colloids, proteins, bacteria, viruses, parasites, protozoa and pyrogens (e.g., gram-negative bacterial endotoxins), other organic molecules larger than .01 micron, and most other water contaminants known today. In stage 4, water flows through one-micron filter pads (1 micron equals 1/25,000th of an inch), which remove suspended particles such as silt, sediment, cysts (Giardia, Cryptosporidium), sand, rust, dirt, and other undissolved matter. In stages 5 and 6, water flows through a bed of media made of a special high-purity alloy blend of two dissimilar metals - copper and zinc (KDF-55D ® and KDF-85D ®). KDF is a major advancement in water treatment technology that works on the electro-chemical and spontaneous-oxidation-reduction (REDOX) principles. Chlorine is instantaneously and almost inexhaustibly oxidized. In stage 7, water flows through ceramic balls, which remove harmful bacteria such as E. Coli, Fecal coli form, Salmonella, Streptococcus, cysts (Cryptosporidium, Giardia), and sediment. In stage 8, water travels through another bed of granulated activated carbon (GAC). In stage 9, water flows through another one-micron filtration pad for further reduction of undesirable particles. The end result is a great reduction or the total elimination of a wide variety of contaminants.[[1]](#footnote-1)

John,

I would like to thank you for taking the time to talk to me today.

I was wondering if you had any feedback about our interview today. I would greatly appreciate any pointers as to what I can improve on. I ask this after every interview because I know that I can always do better next time around.

I am available this afternoon or over the weekend.

If not, I hope that we can work together in the future.

Thank you

-Michael Plasmeier

(617) 555-1212

Good morning,

Thank you for sending me the latest draft of the Diet Drink report. I think we can strengthen the report by making a few changes:

* Highlight the recommendations that we want to make
* Link the recommendations back to the data
* Clarify how the profit analysis was performed
* I’m not sure we need all that background on who the diet drinker is or what other drinks they buy. Perhaps we should think about cutting that section back.
* Lastly, let’s make sure to use consistent formatting. In particular, I noticed the subheadings on page 19 seemed different from the rest of the report. Could you go through the report and make sure that everything is consistent?

Would you be able to make these changes by this afternoon?

Thanks

-Michael

This entire email is unnecessary. There should be no “Committee to Improve Inter-Office Communications” and no one should be dictating how employees should write emails. But if I have to re-write it:

Good afternoon,

Before you left for the weekend, I wanted to send you some tips on writing better emails.

1. Use fewer words. Make your emails short and to the point
2. Use verbs as verbs. Don’t change verbs into nouns by adding –ing to the end.
3. Avoid noun stacking. For more info: <http://www.io.com/~hcexres/style/noun_stacks.html>

Have a good weekend

-Michael

1. http://www.waterfilters.net/Crystal-Quest-Turbo-Ultrafiltration-Floor-Water-Cooler\_p\_28561.html#tablist [↑](#footnote-ref-1)